

Harwood Unified Union School District
340 Mad River Park, Suite 7
Waitsfield, VT 05673
(phone) 802-496-2272 (fax) 802-496-6515

Transfer of Student File Checklist

Use the checklist when students on IEP, 504 and EST plans transfer within the HUUSD. Please check the following items to indicate that records have been transferred to the receiving school. Once completed, the sender should keep a copy while the recipient should place the original in the student file.

Student Name _____ Birthdate _____

IEP/504

- Special Education/504 File
- Initial Consent to Evaluate
- Initial Consent for Placement
- Current completed Comprehensive/504 Eval Report
- Current completed IEP/504 Plan with updated progress codes
- Documentation of Eligibility for Alternate Assessment (if applicable)
 - Medicaid Eligible
 - Not Medicaid Eligible

If Medicaid eligible, check for the following:

- Medicaid Parental Consent for Release of Information – updated May 2013 form
- Medicaid Current Physician’s Authorization

EST

- EST File
- EST Referral
- Kid Talk/Instructional Modification Plan
- Current EST Plan

Signature of Sender _____ Date _____

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Signature of Recipient _____ Date _____