

Harwood Unified Union School District
Transition Procedures
For
Students with Special Needs Transitioning to Harwood Union & Crossett Brook

September through December

1. Central Office sends receiving schools list of student transitioning based on Service Plan
2. Begin transition process for Intensive Special Needs (ISN) students
 - Sending and receiving school case managers communicate about individual students (with parent consent)
 - Receiving school (LEA or designee) attends at least one IEP transition meeting
 - Sending school arranges for school visits/observations
3. Receiving school Identifies individual para-educator for ISN students (if necessary)
 - Case managers from sending and receiving school communicate and arrange student visits/observations (as needed).

January / February

1. Receiving school will start attending sending school IEP meetings to begin learning about upcoming students
2. Sending school will notify receiving school of IEP meetings for transitioning student (as needed)

April / May

1. Transition meetings occur
2. Sending school schedules, with receiving school, at a time when LEA from receiving school can be in attendance (most helpful if transition meeting can be scheduled in one day)

One Week Prior to End of School Year

1. Evaluations due on or before October 31 will be completed by the sending school (**BEGINNING THE 2013-2014 school year**)
 - If this has not been done, the receiving school has the option of billing the sending school for the evaluation.
2. IEPs due prior to September 15 will be completed by the sending school
3. IEP, 504, and 117 records will be delivered to Harwood Union or Crossett Brook and signed off using attached form