

Instructions to Special Education Forms

Form 9 - Completion of An Evaluation of A Transfer Student



This form is used when a student moves from one district to another while in the midst of either an initial or triennial evaluation and, despite efforts to promptly seek information from the previous LEA, the current LEA will not complete the initial evaluation within the 60 day time limit or the triennial prior to the three year anniversary of the previous evaluation. **Note: *Districts must explain to the parent that their agreement is voluntary.***

Initial evaluation: Document the date that the evaluation will be completed and ask the parent and the LEA Representative to sign in the first section.

Triennial evaluation: Document the date that the re-evaluation will be completed and ask the parent and LEA Representative to sign in the second section.