

PARENT CHECKLIST

It is important to bring copies of all school records and any other documents necessary to register and provide special education services to your child. These include:

School registration documents

- Original birth certificate
- Immunization records
- Physical records
- Two(2) proofs of residency

Special education documents

- Current IEP or 504 plan
- All evaluation information / reports
- Health / Medical information
- Report Cards / Progress Reports

(If you are unable to provide documentation as it relates to your child's IEP or 504, permission may be requested by the new school to retrieve your child's records from the original school.)

IMPORTANT WEBSITES

School Registration Requirements

<https://www.hillsboroughschools.org/enrollment>

Hillsborough County ESE Website

<https://www.hillsboroughschools.org/ese>

Hillsborough County: Find My School

<http://gis.sdhc.k12.fl.us/schoollocator/>

Florida Department of Education:

Exceptional Student Education

<http://bit.ly/ESEFLDOE>

Parent & Teacher Guide to 504

<http://bit.ly/504Guide>

Developing Quality IEP's

<http://bit.ly/DevIEP>



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<https://www.hillsboroughschools.org/>

Vision

Preparing Students for Life

Mission

To provide an education and the supports that enable each student to excel as a successful and responsible citizen



Hillsborough County Public Schools (HCPS)

A Parents Guide



Transfer Process for Students with Individual Educational Plans (IEP) and 504 Plans



Welcome to HCPS!

Anytime that you are planning a move to a new home, this journey can be both exciting and stressful. Having a child with special needs will most likely create some additional challenges. Whether you are moving to Florida from another state or just transferring into Hillsborough County, your child has a right to a free appropriate public education (FAPE) – it is federal law.

If your child has an IEP or a 504 Plan, this brochure will help guide you through the steps necessary for a smooth school transition.

We encourage families to contact the new school before your move so you can discuss your child's needs and share a copy of his or her IEP or 504 plan, and any other documentation. This can also be a good time to talk about a visit to the school and other elements that may help ease that transition.

We also understand that you may be considering a move into Hillsborough County, but have not found a home yet. We are here to help. Call our office of Compliance and Staffing at (813) 273-7060 for assistance.

INDIVIDUAL EDUCATIONAL PLAN:

MOVING WITHIN FLORIDA

If your child is moving into Hillsborough County from another county in Florida, begin by

- 1.) Registering your child at his or her neighborhood school.*
- 2.) Bring your child's most current IEP and additional documentation as outlined on the parent checklist, and
- 3.) Ask to speak with the Exceptional Student Education (ESE) Specialist or contact.

In consultation with parents, *comparable* services will be provided until such time that an IEP meeting (which includes parents) can be held to identify the student's current educational strengths and needs, as well as how to meet those needs best in the new educational setting.

At times, the team may determine that additional assessments are needed to determine services or current eligibility. Parental consent is needed for any additional assessments. During this meeting the IEP team will either adopt the current IEP or will develop a new IEP.

MOVING FROM ANOTHER STATE OR COUNTRY

If your child is moving into Hillsborough County from another state or country, begin by

- 1.) Registering your child at his or her neighborhood school.*
- 2.) Bring your child's most current IEP and additional documentation as outlined on the parent checklist, and
- 3.) Ask to speak with the Exceptional Student Education (ESE) Specialist or contact.

Florida may have different rules for eligibility of special education and your child's new school must determine if your child qualifies under these rules. This determination may require a new evaluation and parental consent.

Comparable services, will be provided until the school conducts an initial evaluation (if determined necessary by Florida district) and develops, adopts and implements a new IEP that meets all applicable Florida requirements.

WHAT DOES COMPARABLE MEAN?

Federal and state law does not define *comparable*, but instead guides the newly designated IEP team to interpret comparable services as services that are *similar* or *equivalent* to those in your child's current IEP.

* In most cases, comparable services can be provided in the neighborhood school. Should the services identified in your child's plan not be available at the neighborhood school, the district will identify the site closest to your home in which comparable services may be provided.

OCCUPATIONAL THERAPY/ PHYSICAL THERAPY:

Prior to the provision of Occupational or Physical Therapy, an assessment will be required in order to develop a plan of treatment for your child in his/her new setting. You will be asked to provide consent for this assessment. A physical therapy prescription is required prior to the provision of physical therapy.

504 PLAN:

Register your child at the area of attendance school and bring your child's 504 Plan and additional documentation as outlined on the parent checklist. Ask to speak with the 504 contact at the school. This is typically the school counselor. The school contact will schedule a 504 team meeting, which includes the parent, to review and develop a new 504 plan for Hillsborough County. Until that meeting is held, the school will provide comparable services.

