

## Moving Special Education Records

### Things you need to do:

1. Be aware that Special Education Services vary from state to state. Contact the State Department of Education, Special Education division, in the state you'll be moving to. Request a copy of the special education policies and procedures for that state. If you plan to move in two months or less, call the Department of Education (don't write) to expedite the mailing.
2. Review the new state's special education guidelines/policies. Pay special attention to eligibility requirements; be sure you'll have all necessary paperwork when you arrive.
3. If you know which county you'll be moving to, request a copy of any information they have on special education.
4. Collect and duplicate all your child's school records, including his current IEP, report cards, etc. Keep one complete set for yourself and save another copy for the new school/school district.
5. If your child's IEP is due for review soon, request their current school do this before you move. If that isn't possible, their current teachers might be willing to write a letter outlining changes they'd recommend. (Your child's current IEP will serve as his interim IEP until the new school helps develop a new one.)

### Extra steps (nice but not necessary):

- If you plan to visit your new neighborhood before you move, schedule a brief appointment with the local special education staff.
- Ask your child's current teacher(s) to write a letter of introduction to his new school. The letter should describe your child, their strengths and weaknesses, and successful ways of working with them.
- Consider contacting your state's Parent Training and Information (PTI) and local parent support groups ahead of time.

### Special Tips:

- When transferring your child's school records, be sure to mail them (via certified mail) or hand-deliver them. Don't pack them with your household belongings to travel on the moving van! Always keep a complete copy for your own files.
- To avoid unnecessary delays, find out when your current school district office will be closed for holidays and vacation.



The contents of this publication were developed under a grant from the US Department of Education, H328M150022 (PATH), H328M150023 (PEN), & H328M150024 (TEAM). However, those contents do not necessarily represent the policy of the US Department of Education, and you should not assume endorsement by the Federal Government.



PATH Project: 1-800-866-4726



PEN Project: 1-877-762-1435



TEAM Project: 1-877-832-8945