

# Is your child's school closing or being consolidated?

This is an adjustment for all students, and parents of students who receive special education services need to be prepared to assist in the enrollment process when students are reassigned to a new district. **Here are some steps you can take to help ensure your child's Individualized Education Program (IEP) is properly transferred to his or her new school.**

## Prior to the school closing/consolidation

- ✓ The student must be enrolled in the new district as soon as possible. The parent must go to the new school to complete the enrollment process.
- ✓ To ensure appropriate transportation arrangements, parents must provide proof of address to the new district. This can include a receipt from a house/rent payment, electric bill with your name on it, a driver license, etc.
- ✓ Make sure you have at least one printed copy of your child's IEP for your records. If you need a copy, submit a written request to current your district as soon as possible.
- ✓ Have copies of other documents such as therapist reports, evaluation data, recent assessments, most recent report cards, progress reports, etc.
- ✓ Contact the new school's principal or special education director to learn about their policies and practices.
- ✓ Consider a transition plan. Explaining school changes to your child is important, and some students may need extra help to ensure a smooth transition.

## After transferring districts

- ✓ Follow up regularly with your child's teacher and the district's special education director to ensure that the transition is going well and your child is adjusting.
- ✓ Keep copies of the new IEP (if developed) and other important documents as noted above.

The Michigan Alliance for Families is a resource for families of children (from birth to age 26) who receive or may be eligible to receive special education services. For more information, call 1-800-552-4821 or email [info@michiganallianceforfamilies.org](mailto:info@michiganallianceforfamilies.org) You may also contact the Michigan Department of Education, Office of Special Education Information Line at 1-888-320-8384 or [mde-ose@michigan.gov](mailto:mde-ose@michigan.gov).

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## Tips for an easier transition:

Your child's transition to his or her new school should go smoothly. However, here are a few things to keep in mind.

- Reassignment of students is usually handled by the intermediate school district (ISD), regional educational service agency (RESA), or local educational agency (LEA).
- If your school is already closed, contact the ISD, RESA, or your new LEA.
- The new school is responsible for immediately providing comparable services.
- Students remain eligible for special education services when they transfer districts.
- The new school has a choice of creating a new Individualized Education Program (IEP) or adopting the old one as is.
- If a new IEP is developed, the new school must provide free and appropriate public education (FAPE) to the student, including services comparable to those described in the IEP developed in the previous district.
- If a new IEP is developed, it must be completed within 30 school days after the district receives the Parental Consent to Evaluate.
- If you disagree with changes in the IEP, dispute resolution options include mediation, filing a state complaint, and due process.



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