The SELPA INTER-DISTRICT TRANSFER POLICY (Revised 2017) describes the policy and procedures that guides district decision making regarding IDTs. Each district develops its own practices aligned to the SELPA policy. Communication between departments within each district as well as between the districts involved throughout the process is important.

**PARENT INITIATED INTERDISTRICT TRANSFERS**

When the District of Residence is Within South East Consortium SELPA (Alum Rock, Berryessa, East Side Union, Evergreen, Franklin-McKinley, Gilroy, Milpitas, Morgan Hill, Mount Pleasant, Oak Grove, Orchard)

- These transfers typically occur with the District Enrollment/Student Assignment Office
- For parent-initiated interdistrict transfers, South East Consortium SELPA member districts agree not to bill for the following:
  - Specialized Academic Instruction, Resource Specialist Program
  - Specialized Academic Instruction in a less intensive and non-therapeutic Special Day Class Program
  - Speech-Only services (Contracted SLPs and district-employee SLPs)
  - All related Services as documented on the agreed upon IEP for students in above mentioned programs.
  - Allen Bill students.
- For parent-initiated interdistrict transfers, South East Consortium SELPA member districts will charge member districts for the following using the Average Cost Calculation form NOTE: This form gets sent to Huong at the SELPA Office so that the funds are transferred to the District of Service (DOS) (annually in January and June)
  - Programs with higher level of staffing involved such as Therapeutic and Intensive Needs Special Day Classes (more than 2 FTE of Instructional Assistants in class and/or additional auxiliary or support staff).
  - Related Services for students in Therapeutic and/or intensive needs programs (i.e. Program with higher level of staffing mentioned above)
  - Other Related services (i.e., 1:1 aide, translator) hired or contracted and required specifically for FAPE for the student on an inter-district transfer.
  - Special supplies or equipment required for FAPE
- For parent-initiated transfers when the DOR is a district in one of the Santa Clara SELPAs (but not South East Consortium)
  - There is NOT an agreement between the SELPAs regarding billing for costs related to placement and services. All placement and services on the IEP may be billed. The SELPA office encourages communication between the districts throughout the process.
  - DOS must invoice DOR
  - Use Actual cost form between district offices

**CALPADS SCENARIO 12:** District serving the student becomes the Reporting District, the School of Attendance and the District of Special Ed Accountability.

**MUTUAL ACCESS TO DISTRICT SPECIAL EDUCATION PROGRAMS WITHIN SOUTH EAST CONSORTIUM SELPA**

(through Current Memorandum of Agreement (MOA) - Proposed MOA/Current MOA - “IEP Team Referrals”)

- Generally starts with the DOR seeking placement for a student with a disability through the IEP process
- DOR contacts potential DOS and provides any and all relevant information
- Does not go through the SELPA
- Use Actual MOA Cost Form (including when appropriate ESY) between District offices
- List of available Self Contained Programs Across the SELPA

**CALPADS Scenario 9:** District serving the student becomes the Reporting District and the School of Attendance. DOR continues to be the District of Special Ed Accountability.

**Regional Programs:** Regional programs are developed on behalf of the SELPA or SELPAs to serve students from a number of school districts within the SELPA. They may be students with low incidence disabilities or of a specific disability. Funding for these programs is determined and agreed to by the SELPA districts (SELPA Budget Allocation Plan Guiding Principles)

- SELPA OPERATED REGIONAL PROGRAMS:
  - SELPA VI/DHOH Itinerant programs are considered Regional Programs
- SCCOE OPERATED REGIONAL PROGRAMS

*Interdistrict Transfers (Parent Initiated) An interdistrict transfer/reciprocal agreement is when parents/guardians wish to register/admit/enroll their student(s) at a school other than the designated school that is in their attendance area outside of their district. California Education Code sections 46600–46610 permits parents/guardians to request an interdistrict transfer/reciprocal agreement. The fundamental basis for this provision is the signing of an agreement between districts. Interdistrict transfer/reciprocal agreement must be approved by both the student’s original district of residence and the district to which the student seeks to transfer to. Both districts must approve the agreement before it becomes
valid. The agreement may extend for a maximum of five consecutive years and may include terms or conditions. It is within the authority of either the home district or the receiving district to revoke an interdistrict transfer/reciprocal agreement at any time for any reason the local board or district superintendent deems appropriate. If a request for an interdistrict transfer/reciprocal agreement is denied, the student’s parents/guardians may file an appeal to the county office of education in the student’s district of residence within 30 days of receipt of the official notice of denial of the transfer.