

**Candler County Board of Education  
Program for Exceptional Children**

**CHECKLIST FOR TRANSFER STUDENTS**

_____ Exceptionality
_____ Segments in SpEd
_____ Segments in Reg Ed
_____ Total Segments
_____ Minutes in a Segment

Student's Full Name: \_\_\_\_\_

Submitted By: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

**I. Transfers within State of Georgia**

\_\_\_\_\_ **System Psychologist** Checked All Paperwork for Appropriate Eligibility and Current IEP

\_\_\_\_\_ Parents signed Candler County Consent to Evaluate and Consent for Placement

\_\_\_\_\_ Turn in Copies of all Transfer Paperwork: Current IEP, Psychological and Eligibility

\_\_\_\_\_ PEC / PowerSchool information sheet

**II. Out of State Transfers**

\_\_\_\_\_ **System Psychologist** Checked All Paperwork to Determine Eligibility

\_\_\_\_\_ Completed Staffing with Parents (If Paperwork is not Appropriate, Create a New IEP or Re-evaluate is Necessary)

\_\_\_\_\_ Parents Signed Candler County Consent to Evaluate and Consent for Placement

\_\_\_\_\_ Turn in Copies of all Transfer Paperwork: Current IEP, Psychological and Eligibility

\_\_\_\_\_ PEC / PowerSchool information sheet

\_\_\_\_\_  
Signed Off: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_