

**MINGO COUNTY SCHOOLS
SPECIAL EDUCATION DEPARTMENT
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TO: Personnel Who Register New Students
FROM: A.J. Parker, Director of Special Education
DATE: March 28, 2012
RE: Enrollment of New Students from Out-of-State

It has come to my attention that personnel who register new students may not be aware that West Virginia Code § 18-5-17 requires that developmental screening in the general education process conducted to determine whether there are problems or potential problems in the areas of vision, hearing speech and language must be conducted for all students entering West Virginia public and private schools for the first time. This has been in code and in Policy 2419 for many years.

If students are registering in West Virginia for the **FIRST** time, please use the following procedure: Notify the parent or guardian using a “Notice of Intent to Screen” form (attached) when registering the new students from out-of-state, provide the Speech Language Pathologist (SLP) a copy of the complete “Notice of Intent to Screen” and maintain a copy in the student’s file documenting that this process was followed. Once the 10 day screening notice period has passed or the parent has signed the waiver to the 10 day notice, the SLP will conduct the required speech, language and hearing screens and contact the school nurse to complete the vision portion of the screen.

Additionally, it is the counselor’s responsibility to promptly inquire of the other district as to whether the enrolling student is a student with a disability and obtain a copy of the IEP as per the following procedure outlined in Policy 2419: “Within two school days of enrollment, the receiving district shall request records and supporting documents and any other records related to the provision of special education and related services from the sending district....Parent consent is not required when transmitting records to a district in which the student seeks or intends to enroll.” Further Policy 2419 states “.....the district shall make reasonable efforts to consult with the parent within two school days of initial enrolment and to initiate a Free Appropriate Public Education (FAPE) for the student within one school day of parent consultation. FAPE includes services comparable to those described in the previously held IEP, until such time as the district conducts an evaluation, if necessary, determines eligibility, develops and implements a new IEP, if appropriate.” Your school’s Special Education Case Manager can assist personnel with these procedures.