

# **Intra-SELPA/Inter-SELPA Transfer Agreement**

## **Purposes**

The attached Intra-SELPA / Inter-SELPA Transfer Agreement was developed to assist Local Education Agencies (LEAs) and SELPAs to (1) document interagency transfer agreements for the provision of special education services to a student with a disability in a setting outside of the student's LEA and/or SELPA of residence and (2) to provide a mechanism to transfer funds if it is determined to be necessary. The Transfer Agreement is initiated when the individualized education program (IEP) team, including a district office representative, determines that the special education services that a student needs are not available within the district. It is NOT required when a LEA accepts a student based on a parental request for inter-district transfer. The LEA that accepts the transfer agreement assumes responsibility for the provision of services, for reporting attendance, and for counting the pupil in CASEMIS.

## **Intra-SELPA Transfer Agreement**

An Intra-SELPA Transfer Agreement is initiated by a Riverside County SELPA member district for the transfer of a student with an IEP to a program operated by another LEA that is also a member of the SELPA.

- Although the Riverside County Office of Education (RCOE) is a separate LEA within the Riverside County SELPA, it is not necessary for the LEA of residence to complete an Intra-SELPA permit for each student served by RCOE.
- If a LEA requests that another LEA within the SELPA be the service provider, an Intra-SELPA transfer agreement for each student served by the other LEA is required.
- A Memorandum of Understanding (MOU) may be developed between the two LEAs to clarify the specific responsibilities of each LEA beyond this Intra-SELPA Transfer Agreement.

## **Inter-SELPA Transfer Agreement**

An Inter-SELPA Transfer Agreement is initiated under either of the following circumstances:

- For the transfer of a student with an IEP from an LEA that is not a member of the RC SELPA to a program operated by an LEA that is a member of the RC SELPA.
- When a LEA that is a member of the RC SELPA is seeking a transfer to a placement outside of the RC SELPA. In such circumstances, the LEA should contact the proposed receiving LEA to inquire about the procedures put in place by the SELPA serving that LEA.

## **Procedures**

### **LEA of Residence (Sending District):**

- a. District level Special Education Administrator discusses case with IEP team members to identify student's needs and determine if they can or cannot be met within LEA program options. If not, discuss what type of special education program supports are needed.
- b. Contact proposed LEA of attendance (receiving LEA) to discuss possible transfer agreement, potential costs and responsibilities, and IEP meeting date/time.
- c. Send completed Agreement form to proposed LEA of attendance immediately following IEP meeting. Keep a photocopy for tracking purposes until it is signed by receiving LEA.
- d. A new Intra-SELPA or Inter-SELPA Transfer Agreement must be approved annually should the student continue to receive special education services by the other LEA.

### **LEA of Attendance (Receiving LEA):**

- a. Review and approve or disapprove the proposed Intra-SELPA or Inter-SELPA Transfer Agreement.
- b. Retain copy of completed and signed Intra-SELPA or Inter-SELPA Transfer Agreement form and return original copy to LEA of residence.
- c. Send copy to Riverside County SELPA.

### **Riverside County SELPA:**

- a. Maintain a master list of all Intra-SELPA and Inter-SELPA Transfer Agreement forms

# Intra-SELPA/Inter-SELPA Transfer Agreement

Riverside County Special Education Local Plan Area  
2935 Indian Avenue, Perris, CA 92571

☐ INTRA-SELPA / ☐ INTER-SELPA TRANSFER AGREEMENT

(To be completed by LEA Special Education Administrator ONLY)

School Year \_\_\_\_\_ - \_\_\_\_\_

The \_\_\_\_\_ School District, a participating public education agency in \_\_\_\_\_ SELPA,  
hereby requests that effective (date), \_\_\_\_\_ attendance be authorized for the student named below in a program operated by the  
\_\_\_\_\_, a participating agency in the \_\_\_\_\_ SELPA.

☐ COPY OF IEP ATTACHED

1. Name of Student: \_\_\_\_\_
2. Birthdate: \_\_\_\_\_
3. Address: \_\_\_\_\_
4. LEA of Residence: \_\_\_\_\_ SELPA: \_\_\_\_\_
5. Proposed School of Attendance: \_\_\_\_\_
6. Proposed LEA of Attendance: \_\_\_\_\_ SELPA: \_\_\_\_\_
7. Program Required by Student: \_\_\_\_\_
8. Student's Disability(ies): \_\_\_\_\_
9. Transportation Provided by: ☐ LEA of Attendance ☐ LEA of Residence ☐ Parent/Guardian
10. Specific Related Service(s) required pursuant to IEP: \_\_\_\_\_
11. Costs to be paid by LEA of Residence:
  - a. Educational Rate (excluding revenue limit dollars) \$ \_\_\_\_\_
  - b. Related Service(s) (above Educational Rate, if required) \$ \_\_\_\_\_
  - c. Special Circumstances Instructional Aide (if required) \$ \_\_\_\_\_
  - d. Other: \$ \_\_\_\_\_

12. Comments: \_\_\_\_\_

After the student is enrolled, if an additional aide, specialized equipment, and/or additional services are required for this student, pursuant to his/her IEP, the sending LEA shall provide additional funding for the cost of these services and this agreement shall be amended as needed.

**This Agreement Expires at the end of the \_\_\_\_\_ - \_\_\_\_\_ School Year and must be renewed on an annual basis.**

**Signature signifies acceptance of conditions of this agreement as noted above:**

LEA of Residence: \_\_\_\_\_

☐ Approve ☐ Disapprove

\_\_\_\_\_  
(Signature of Authorized Agent)

\_\_\_\_\_  
(Date)

LEA of Attendance: \_\_\_\_\_

☐ Approve ☐ Disapprove

\_\_\_\_\_  
(Signature of Authorized Agent)

\_\_\_\_\_  
(Date)

Provide a signed copy of agreement to LEA of Residence, SELPA of Residence, LEA of Attendance, and SELPA of Attendance  
FORM 43: R 1.11