

Special Education Student Enrollment Change

This form is to be completed whenever a student is added to (found eligible, transfers from another school setting) or removed from (no longer eligible, moved away) the special education rolls at your school. Please complete all information requested and send to the Director, Pupil Personnel Services. This form should be completed by a building-level administrator.

School: _____

Date: ____/____/____

Addition(s)

1. Student Name: _____ Disability: _____

Related Service(s): _____ Grade: _____ Service delivery: _____%

- Initial Placement
- Transfer Student (within RCPS) from: _____
- Triennial (change in classification)
- Transfer Student (within Virginia) from: _____
- Review (change in classification)
- Transfer Student (out-of-state) from: _____
- Added related services through IEP

To which teacher/therapist was the student assigned: _____

2. Student Name: _____ Disability: _____

Related Service(s): _____ Grade: _____ Service delivery: _____%

- Initial Placement
- Transfer Student (within RCPS) from: _____
- Triennial (change in classification)
- Transfer Student (within Virginia) from: _____
- Review (change in classification)
- Transfer Student (out-of-state) from: _____
- Added related services through IEP

To which teacher/therapist was the student assigned: _____

Subtraction(s)

1. Student Name: _____ Disability: _____

Related Service(s): _____ Grade: _____

Check One:

- Removed through eligibility
- Transfer Student (within RCPS) to: _____
- Removed related service through IEP
- Transfer Student (within Virginia) to: _____
- Transfer Student (out-of-state) to: _____

From which teacher/therapist was the student removed: _____

2. Student Name: _____ Disability: _____

Related Service(s): _____ Grade: _____

Check One:

- Removed through eligibility
- Transfer Student (within RCPS) to: _____
- Removed related service through IEP
- Transfer Student (within Virginia) to: _____
- Student (out-of-state) to: _____

From which teacher/therapist was the student removed: _____

Administrator