Alena Zachery-Ross, Superintendent
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TO: Special Education Administrators, Special Education Teacher Consultants, District Section 504 Coordinator, and All Building-Level 504 Coordinators

FROM: Alena Zachery-Ross, Superintendent

DATE: August 25, 2026

RE: District's Obligation to Transfer Students with Disabilities

Pursuant to a Resolution Agreement with the U.S. Department of Education Office for Civil Rights, the District is required to clarify with staff the District's obligation to students with disabilities who transfer to our District with existing IEPs and Section 504 plans. Effective immediately, the District will comply with the following procedures for transfer students with disabilities:

Transfer Students with IEPs or Section 504 Plans

Upon the enrollment of a student with a disability who transfers from another school district with an existing IEP or Section 504 plan, the District must promptly review the student's IEP/Section 504 plan and any supporting documentation. If the student's IEP or Section 504 team determines that the plan is appropriate, the District must implement the plan.

If the District believes that the plan is inappropriate or the District does not have sufficient information to determine the plan's appropriateness, the District will evaluate the student consistent with Section 504 or applicable IDEA and Michigan Administrative Rules for Special Education (MARSE) procedures. The purpose of the evaluation is to determine the student's eligibility and the programs, services, and placement necessary to provide the student a free appropriate public education (FAPE) if the student is eligible. Nothing in Section 504 or the IDEA bars the District from fully implementing the student's previous IEP or Section 504 plan during the period between the student's enrollment and the completion of a new IEP or Section 504 plan for the student.

Please contact Ruth Jordan, Director of Student Support Services at (734) 221-1952 or rjordan7@ycschools.us if you have any questions about these procedures.