



Transfer of Rights Checklist

- Review Student Rights Handbook and Procedural Safeguards with student
- Send/give Student Rights Handbook and Procedural Safeguards to student
- Send/give Notice of Transfer of Parental Rights letter to parents
- Send/give Notice of Transfer of Parental Rights letter to student
- Send/give Parent Rights and Procedural Safeguards to parent
- Student sign Transfer of Rights documentation form

- Place copies of letters/form in special education file
 - Notice letter to student
 - Notice letter to parent
 - Transfer of Rights documentation form

KALAMAZOO REGIONAL EDUCATIONAL SERVICE AGENCY
Notice of Transfer of Parental Rights

To be provided both to the student and to the student's parents

Student's full name (please print) _____

Birthdate _____ Age _____

School _____

Date _____

Dear _____ and _____

(Parent)

(Student)

_____ will reach the age of 18 on _____.

(Student)

(Birthdate)

The state of Michigan transfers rights to individuals at the age of majority (18). Therefore, all parental rights will transfer to the student and he/she becomes responsible to make all decisions regarding future educational services, unless a legal guardian or conservator has been appointed, by the courts. If a guardian or conservator has been appointed, please notify the IEP coordinator. Parent(s) will continue to receive any future notices required by the state and federal laws and rules regarding educational programming. If you have any questions, you may contact me.

IEP Coordinator
(telephone)

Enclosed:
Student Rights and Procedural Handbook
Parents Rights and Procedure Handbook

cc IEP Coordinator
Student
Parent
Special education file

KALAMAZOO REGIONAL EDUCATIONAL SERVICE AGENCY

Transfer of Rights

Student name (please print) _____

Date of birth _____

Contact teacher _____

Building _____

As prescribed in the Individuals with Disabilities Act (IDEA), I have been informed of the Procedural Safeguards (rights) that have or will be transferred to me on my 18th birthday. I have been given a copy of the Student Rights Handbook and Procedural Handbook.

(Signature)

(Date)

cc: special education file