
CHANGE OF PLACEMENT (SED-P017)

WENATCHEE SCHOOL DISTRICT

1.0 SCOPE:

- 1.1 This outlines the procedure to follow when considering a change of placement of a student who is receiving special education services.

**The online version of this
procedure is official;
therefore, all printed versions
are unofficial copies.**

2.0 RESPONSIBILITY:

- 2.1 Director of Special Education, Assistant Director of Special Education, the IEP Team and appropriate Special Education and building site staff

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Special Education or Assistant Director of Special Education

4.0 DEFINITIONS:

- 4.1 Individualized Education Program (IEP) - is a written statement of an educational program for a student eligible for special education that is developed, reviewed and revised in accordance with state and federal guidelines (at least annually).
- 4.2 IEP Team - The team consists of a school psychologist, special education teacher, therapists working with the student, general education teacher, parent and student, if appropriate.

5.0 PROCEDURE:

- 5.1 Parents or teaching staff bring a concern to the IEP meeting over student program or placement.
- 5.2 The IEP team looks at possible interventions that can be addressed in the student's neighborhood school.
 - 5.2.1 Interventions are attempted.
 - 5.2.2 If interventions are successful, the student remains in the neighborhood school.
- 5.3 The IEP team decides that the student's needs cannot be met with the services that are available in the neighborhood school.
 - 5.3.1 The IEP team develops recommendations for student's program on the Team Review Form SE-34-00.
 - 5.3.2 The recommendations are sent to the Director of Special Education.
- 5.4 The Director of Special Education reviews the request for a change of placement.
 - 5.4.1 The Director reviews transition recommendation with sending and receiving school psychologists.
 - 5.4.2 If the recommendation is accepted, the Director will meet with the receiving school administration and appropriate Special Education staff.

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5.4.3 If the recommendation is not accepted, Special Education administration will meet with the student's IEP team and discuss service options that can be made available at the student's home school.

5.5 Student placement is changed to another school site.

5.5.1 The sending Psychologist arranges an IEP meeting with the sending school and the new IEP team members.

5.5.2 The sending school team facilitates registration needs for new placement and transportation, if it will be required.

6.0 ASSOCIATED DOCUMENTS:

6.1 IEP

6.2 Team Review Documentation SED-F034

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
All documents listed in 6.0 above	Special Education Cumulative File; Student's building site	According to state and federal guidelines, six years after service ends	Letter sent to last known address; if no response, records destroyed after one month	Stored in one location; fireproof

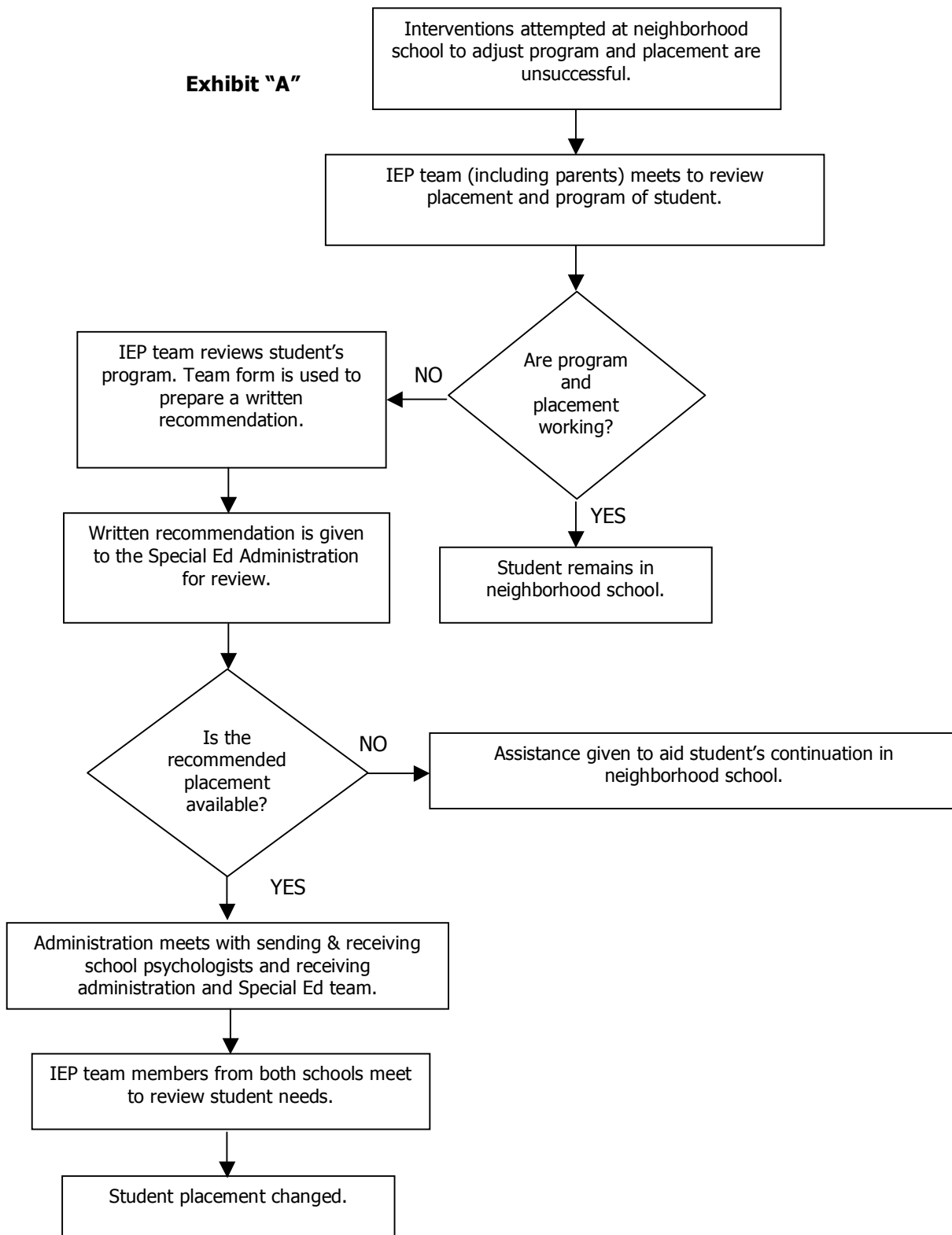
8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
11-May-01	A	Original Release
4-Feb-02	B	Updated protection information
16-Jan-03	C	Updated Approval Authority to include Assistant Director of Special Education; updated form numbers and retention data
12-Sept-03	D	Updated records retention data, replacing seven years with six
10-Dec-03	E	Changed title to "Change of Placement"
13-Nov-06	F	Added 5.4.1 regarding Director's contact with school psychologists
28-Sept-08	G	Clarification of definitions

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Exhibit "A"



**** End of procedure ****