Base School to Enterprise Center Transition

Long Term Suspension of Educational Services

☐ Student is suspended from school.
☐ Manifestation Determination Review Meeting is conducted and behavior found “NOT CAUSAL” (See Manifestation Determination Review (MDR) Checklist).
☐ Base School Administration requests Superintendent Hearing (AKA: Discipline Meeting or Hearing; Central Office Review; Superintendent.)
☐ Student is long-term suspended from base school by Superintendent/Superintendent’s Designee/School Board.
☐ Interim plan may need to be developed to provide appropriate educational services in the least restrictive setting (LRE) while placement is being secured. (See IEP Addendum Checklist).

Preparation of Proposed Interim Educational Placement

☐ BACM (Base School Case Manager) updates the Present Level of Performance.
☐ BACM communicates with parents and Enterprise staff to determine a date and time for IEP meeting to be held at the student’s base school.
☐ BACM provides written notification of IEP meeting to parents.
☐ BACM, Base School Administrator, and Base School Regular Education Teacher consider all available options for the student and decide to propose Enterprise Center as a least restrictive placement that is calculated to provide the student meaningful educational benefit.
☐ BACM shares the student’s behavior plans and work systems with Enterprise Staff.
☐ BACM consults with Enterprise Staff:
  ☑ Seeks input on appropriateness of placement proposal.
  ☑ Seeks input regarding needed changes to the IEP (i.e., special and related services, accommodations, etc.).
☐ BACM drafts the IEP.

Formal Proposal of Interim Educational Placement

☐ BACM provides Enterprise staff with a copy of the student’s most recent IEP and Draft IEP.
☐ BACM facilitates the IEP meeting to consider educational services.
☐ BACM considers input of the IEP Team.
☐ BACM proposes the IEP for Enterprise Center and builds IEP team consensus for an appropriate Interim Educational Placement.
☐ BACM considers Special Transportation and completes any necessary paperwork.
☐ BACM secures parent consent and signature.
☐ BACM copies all educational records/documents to the base school for the cumulative file.
☐ Enterprise staff is assigned as Case Manager.

Responsibilities for Communication between Programs

☐ Enterprise Case Manager communicates with base school staff to facilitate triennial evaluations.
☐ Enterprise Case Manager fulfills all duties and responsibilities as Base School Case Manager while student is at Enterprise Center (i.e., Annual IEP review / development, IEP Addendum, conduct and implement any necessary functional behavioral assessment and behavior intervention plans, manifestation determination reviews, etc.)
☐ Enterprise Case Manager sends copies any/all educational records /documents to the base school for the cumulative file.
Enterprise Center to Base School Transition

- Long term suspension is coming to an end (i.e., within 30 school days).
- Enterprise Center Administration and Base School Administration communicate to initiate the following logistics for student placement upon end of suspension period. *(The last agreed upon IEP will be in effect unless the IEP Team and parent agree otherwise.)*

**Preparation of Educational Placement that is NOT the Result of Long Term Suspension**

- Enterprise Case Manager updates the Present Level of Performance.
- Enterprise Case Manager communicates with parents and base school staff to determine a date and time for an IEP meeting to be held at the student’s base school.
- Enterprise Case Manager provides written notification of IEP meeting to parents for IEP meeting.
- Enterprise Case Manager places a copy of IEP notice in student’s educational record.
- Base School Case Manager, Base School Administrator, and Base School Regular Education Teacher consider all available options for the student, calculated to provide the student meaningful educational benefit in the least restrictive environment.
- Enterprise Case Manager shares behavior plans and work systems used with the student.
- Enterprise Case manager consults with base school administration and staff:
  - Seeks input on appropriateness of placement proposal.
  - Seeks input regarding needed changes to the IEP (i.e., special and related services, accommodations, etc.).
- Enterprise Case Manager drafts the IEP.

**Formal Proposal of IEP and the Least Restrictive Environment**

- Enterprise Case Manager provides base school staff with a copy of the student’s most recent IEP and Draft IEP.
- Enterprise Case Manager facilitates the IEP meeting to consider educational services.
- Enterprise Case Manager considers input of the IEP Team.
- Enterprise Case Manager proposes the IEP and builds IEP team consensus for an appropriate educational placement.
- Enterprise Case Manager considers Special Transportation and completes any necessary paperwork.
- Enterprise Case Manager secures parent consent and signature.
- Enterprise Case Manager copies of all documents presented at IEP Meeting and provides to the parent.
- Base School Special Educator places originals of all documents in the student’s educational record at the base school.
- Base School Special Educator is assigned as Case Manager.

**Responsibilities for Communication between Programs**

- Base School Case Manager resumes fulfilling all duties and responsibilities (i.e., Annual IEP review / development, IEP Addendum, conduct and implement any necessary functional behavioral assessment and behavior intervention plans, manifestation determination reviews, etc.)