Placement of a Student
Outside of the Regular School Setting

PREPARATION

☐ Functional Behavior Assessment and Behavior Intervention Plan have been developed and implemented that address the issues leading to consideration of a change of placement.

☐ Collect enough documentation and data to convincingly demonstrate that education in the regular education environment has failed (BIP, progress monitoring, teachers observations, etc.).

☐ Notify your Special Education Lead Teacher / Department Chair of the student considered for alternative placement.

☐ Notify your Special Education Coordinator of the student considered for alternative placement.

FORMAL EXPLORATORY PROCEDURES

☐ Meet with the IEP team and Special Education Coordinator to review the current plan and explore potential alternative placement options.

☐ Explain the course of action and need to seek additional support for student to the parent.

☐ Secure Consent for Release of Information (100.01) for the possible referral placements.

☐ Case Manager will complete any necessary application forms with the help of the IEP team.

☐ For students being considered for alternative placements a review of existing data should be conducted. It should be considered at this time if updated components would be appropriate.

☐ Forward the completed referral packet to the Special Education Coordinator, who will in turn make the referral to the alternative placement.

FORMAL DOCUMENTATION OF CHANGE OF PLACEMENT

☐ Updates the Present Level of Performance and other areas of the IEP.

☐ Coordinates a date and time for an IEP meeting to be held at the Alternative Placement.

☐ Communicate with parents about details of IEP meeting and proposed IEP placement.

☐ Sends written notice of IEP meeting to parents in the mail.

☐ Formally propose change of placement in IEP Meeting. It is required you name the service providers being considered.

☐ Parental permission of change in placement must be secured before any change in placement can be implemented.

☐ Interim plan may need to be developed to provide appropriate educational services in the least restrictive setting (LRE) while placement is being secured.