

***SPECIAL EDUCATION PLACEMENT
FROM ONE MHUSD SCHOOL PROGRAM TO ANOTHER MHUSD SCHOOL PROGRAM***

When students enter MHUSD with IEPs that indicate a level of service that is not available at their home school, a special education change of placement is needed. This placement (a 30-day Administrative Placement) is generally made by a special education administrator after reviewing the student's IEP including assessment information. Students entering a school through this process need to complete the enrollment process required by the school site before the placement can be completed and before transportation services are set up. Site personnel are responsible for obtaining all of the necessary paperwork (proof of residence, immunizations, Birth Certificates, etc.) as they would with any student. Once the parent has completed this enrollment process, the site personnel need to immediately notify the special education office. A delay in placement can constitute a failure to provide services that creates a liability for the school district. Site staff needs to make sure to indicate the special education status of the student in SASI and to notify the site testing coordinator of a new special education student who may require accommodations.

Occasionally students receiving special education services at their home school are found to need an increase in level of services that may not be available at their home school. When this happens, a change of placement IEP is required that names the new school placement and services. Even though the student is a resident of Morgan Hill and is enrolled in MHUSD, the family needs to complete the entire enrollment process as if they are new to the school district. Although this measure is an inconvenience, it allows site staff to make sure that immunizations are up to date and to confirm the residency status of the student. As with new placements, the site personnel need to notify the special education office immediately when the enrollment process is completed. At that time, transportation services can be initiated. The sending school staff needs to forward all relevant records (including teacher IEP files and cumulative records) to the receiving school. The receiving school needs to make the proper notation in SASI indicating the instructional setting of the student and notify the site testing coordinator of testing accommodations that may be needed.

In instances of a change of placement for students within MHUSD, the following steps should be followed: (1) Whenever possible there needs to be an IEP meeting convened with teachers, school psychologists and/or program specialists, and site administrators participating from the sending and receiving school sites, (2) The sending site administrator should make a courtesy phone call or email to the receiving site administrator informing him/her of the proposed change of placement. (3) Open lines of communication should be maintained between the special education office and school site; site administrators, program specialists, and school psychologists must communicate regularly and accurately prior to any change of placement, and (4) The necessary form needs to be completed by the school psychologist or program specialist to establish the paper trail for this change of placement.

Students who are new to the district are placed on 30-day Interim Placements. This type of placement requires that a new IEP be developed by the end of the 30-day timeline. Students transferring from one school to another school, even if it is to a new program are not placed on an Interim Placement. The change of placement IEP conducted by the sending school that names the new school placement becomes the completed IEP for that student. The site IEP team may wish to convene a meeting to review how the placements are going, but such a meeting is not required unless stated in the change of placement IEP document.