



Exceptional Student Education/Interim Alternative Education Setting (IAES) Placement Procedures Checklist for Weapon or Drug Offenses

The Area Alternative Education (AE) ESE Placement Liaison and the sending school's ESE contact review the Referral Packet, sign this Checklist, and present it to the sending school's Principal for signature. The Area AE ESE Placement Liaison then sends the original of this completed Checklist and the completed Referral Packet to the Department of Dropout Prevention/Alternative Education for review and Designee's signature. Area AE ESE Placement Liaison forwards a copy of the packet to the receiving school. DOP/AE notifies the Area Superintendent of student eligibility and Referral Packet completion. The Area office returns the signed Alternative Education Placement Letter to DOP/AE. Assistant Superintendent signs final Placement Letter and the Area Office notifies the sending and receiving schools.

Student Name		Student ID #	Grade	Date of Birth
Current School		Current School #	Home School	
Person Completing Packet		Title		
Telephone	PX	E-mail Address		

For each of the following sections, check each applicable item.

- A) Sending school contacts Dropout Prevention/Alternative Education to determine start date and location of ESE/Interim Alternative Educational Setting (IAES) placement. Sending school is responsible for notifying parent/guardian, arranging transportation, and providing IEP to receiving school.

WITHIN 10 DAYS OF PLACEMENT IN ESE/IAES

- B) An Individual Education Plan (IEP) Team must convene to review the IEP, to determine if the behavior was a manifestation of the student's disability, and to consider the appropriate educational setting. Parent Participation Notification (PBSD 0298) must indicate the purpose(s) of the meeting.

MUST ATTEND	MUST BE INVITED	
<input type="checkbox"/> 1. Local Education Agency representative <input type="checkbox"/> 2. Area Alternative Education ESE Resource Teacher <input type="checkbox"/> 3. ESE teacher <input type="checkbox"/> 4. General education teacher <input type="checkbox"/> 5. Evaluation specialist	<input type="checkbox"/> 1. Custodial parent/guardian <input type="checkbox"/> 2. Student (if turning 14 years old during term of IEP or if otherwise appropriate) <input type="checkbox"/> 3. Home school administrator or designee <input type="checkbox"/> 4. DOP/AE Principal and ESE Contact from DOP/AE site	<input type="checkbox"/> 5. Representative of agencies that may be responsible for providing transition services for students in 9th grade or higher or who are 16 years of age or older <input type="checkbox"/> 6. Translator [if appropriate] <input type="checkbox"/> 7. ELL Contact [if appropriate]

- C) Sending school's IEP Team collects the following documentation pertaining to student performance, attendance, disciplinary infractions, and behavior interventions:
- 1. Recent Functional Behavior Assessment (FBA) or approximate date for completion with custodial Parent Consent for Individual Student Reevaluation (PBSD 0939)
 - 2. Manifestation Determination (PBSD 2041) and ESE Students Discipline Report (PBSD 0266)
 - 3. Documentation of current academic performance levels, including, if appropriate, SRI Student Progress Report
 - 4. Progress Monitoring Plan (PBSD 1739 for Grades K-5 or PBSD 1687 for Grades 6-12) [if appropriate]
 - 5. Student Discipline Referral (PBSD 0279) and other documentation pertaining to the precipitating incident

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D) At the meeting, the IEP Team:

- 1. Reviews all documentation from item C of this checklist
- 2. Reviews PMP (PBSD 1739 or PBSD 1687) [if appropriate]
- 3. Reviews the current IEP, reviews current academic performance levels
- 4. Documents progress of mastery towards goals and objectives to date, including behavior goals (if any)
- 5. Review current TERMS screens (A03, A05, A06, A07, A08, A10, A12, A13, A14, A15, A17, A21, A23, A24 and L24)
- 6. Reviews BIP and modifies its implementation as necessary, to address the behavior that led to the ESE/IAES placement. If there is no BIP, sending school ESE Contact coordinates obtaining custodial parent/guardian permission, Parent Consent for individual Student Reevaluation (PBSD 0939) and development of the FBA/BIP
- 7. Determines whether the IEP can be implemented at the Dropout Prevention/Alternative Education site
- 8. Decides on appropriate learning environment/placement for student
- 9. Schedules IEP Team meeting to take place prior to the end of the IAES placement (up to a maximum of 45 school days)
- 10. Informs the custodial parent/guardian of the right to file for a due process hearing if the parent disagrees with the placement and documents this in Conference Records (PBSD 1051/1051A)

E) The sending school ESE Contact and Area Alternative Education ESE Placement Liaison coordinate the following completed items to be included with the Referral Packet:

- 1. All documentation for items C and D of this checklist
- 2. Dropout Prevention Eligibility/Consent for Placement (PBSD 1546)
- 3. All Conference Records (PBSD 1051/1051A) pertaining to this DOP/AE referral
- 4. Parent Participation Notification form (PBSD 0298)
- 5. IEP (PBSD 0659)
- 6. Prior Written Notice (Change of Placement/FAPE) (PBSD 1723)
- 7. ESE Matrix (PBSD 2000)
- 8. Most recent ESE Student Reevaluation (PBSD 1366) including copy of Parent Consent for Individual Student Reevaluation (PBSD 0939)
- 9. Most recent psycho-educational evaluation including copy of Parent Consent for Individual Student Evaluation (PBSD 0297).
- 10. Updated A23 screen reflecting:
 - new IEP and/or evaluation due dates
 - Dropout Prevention/Alternative Education Placement in progress
- 11. Updated PMP (PBSD 1687 or PBSD 1739) [if appropriate]
- 12. TERMS A06 screen, initialed and dated by school nurse, verifying immunization compliance

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G) Indicate which program and diploma option (if appropriate) the IEP Team is recommending

NOTE: The sending school is responsible for arranging transportation.

**Behavior Interventions
Elementary School**

- Gold Coast
- Crossroads Academy

**Behavior Interventions
Middle and High School**

- Intensive Transition South
- Turning Points Academy
- Intensive Transition West

Diploma Options

- Standard Diploma
- Special Diploma
 - Option 1
 - Option 2

H) Signing below indicates that (1) the Dropout Prevention/Alternative Education Referral Packet is complete; (2) the referred student meets the criteria for placement in the recommended program; (3) the referred student meets immunization requirements.

Signature of Principal

Date

Signature of DOP/AE, ESE Contact (sending school)

Date

Signature of Alternative Education Placement Liaison

Date

**Forwarded to Dropout Prevention/
Alternative Education**

- By Pony**
- Hand-delivered**

Date

DROPOUT PREVENTION/ALTERNATIVE EDUCATION USE ONLY