

# **SPECIAL EDUCATION STUDENTS IN THE DISTRICT 287 ALTERNATIVE PROGRAMS**

## **Guidelines for Enrollment**

The district of legal residence (where the custodial parent(s) live) is financially responsible for the educational program provided by the alternative program and will be billed directly by District 287. In addition, special education services provided to the eligible alternative program student will be billed accordingly. The serving district (where the student lives) is the district that is responsible for the services documented in the student's IEP. Students may be considered for placement in an alternative program through the following initiatives:

### **District Initiated Enrollment**

If a district would like to enroll a student in an alternative program, the following steps must be taken:

1. Contact the alternative program lead to notify about a potential placement.
2. Convene the IEP team to determine if the proposed placement is appropriate and whether the program can meet the special education needs of the student.  
*The members of the IEP team will include: serving district representative, district of legal residence representative (if different than serving), an alternative program regular and special education representative, student, and parents (if student is under 18).*
3. An IEP with goals and objectives is developed outlining the conditions of instructional design. The services needed to address these special education goals and enhance the potential for the student is determined, as well as how the services are to be provided. The serving district may choose to provide the special education services utilizing their own staff or may request that they be provided through District 287 Itinerant services.
4. If the serving district chooses to access District 287 Itinerant services to provide any of the special education support, a referral for Itinerant services is made.  
*District 287 Itinerant staff assume responsibility for further reassessment, IEP development, IEP reviews, and IEP management, as long as the student is actively enrolled. The serving district and the district of legal residence will be invited to all IEP meetings.*
5. If the district chooses not to contract services through District 287 and chooses to provide their own special education services, then they assume responsibility for further reassessment, IEP development, IEP reviews, and IEP management. The District 287 alternative program is to receive a copy of all assessment materials and the IEP reflecting placement and services at the alternative program.

### **Outside Placement Initiated Enrollment**

If an \*outside placement chooses to enroll a student with an IEP in an alternative program, the following steps must be taken:

1. Contact the designated special education representative from the serving district to notify of the potential placement.
2. The designated special education representative from the serving district contacts the alternative program to convene the IEP team.
3. Refer to protocol under district placement steps 2-5.

\*Examples of an outside placement include court ordered residential placement, foster homes, county sponsored group/foster homes.

### **Parent/Student Initiated Enrollment**

If a parent/student initiates enrollment in a District 287 alternative program without the involvement of the serving district, the alternative program is to contact the last district of student attendance and request records. If the records indicate active/current IEP services, the following steps must be taken:

1. A District 287 alternative representative will contact the designated special education representative from the serving district to notify of the students' interest in enrolling.
2. Refer to protocol under district initiated placement steps 2-5.