

Interim Placement

Welcome to Our School and Sutter County SELPA

Whenever a student transfers into a LEA within the Sutter County SELPA the following guidelines are to be followed by the receiving LEA:

Student has an IEP from a LEA within the Sutter County SELPA

If the student *has a copy* of the IEP at the time of registration:

- Make a copy of the IEP.
- Verify that the special education services listed on the IEP can be provided at the school site and continue registration process.
- Notify special education staff of the new student and provide a copy of the IEP.
- COMPLETE special education forms SE-18, SE-19 (ONLY if the parents agree to a change in the placement/services), and MIS.

NO IEP is required of the receiving LEA since the student has an IEP from within the Sutter County SELPA unless the IEP team has collected data to indicate it is appropriate to hold an addendum to the current IEP.

- Request CUM file including the special education file.

If the student *does not have* a copy of the IEP at the time of registration:

- Call the previous school/LEA and verify the services listed on the IEP. Ask the school/LEA to fax a copy of the services page of the IEP and any pertinent reports (no release of information form is required between LEAs within California).
- Verify the special education services listed on the IEP can be provided at the school site and continue registration process.
- Notify special education staff of the new student, provide a copy of the IEP, OR the notes taken from the phone verification.
- COMPLETE special education forms SE-18, SE-19, and MIS.

NO IEP is required of the receiving LEA since the student has an IEP from within the Sutter County SELPA unless the IEP team has collected data to indicate it is appropriate to hold an addendum to the current IEP.

- Request CUM, including the special education file.

NOTE: If the student requires services that are not provided at the school site, contact the LEA special education administrator for direction.

Student Moves From Outside of the Sutter County SELPA with an IEP

If the student *has a copy* of the IEP at the time of registration:

- Make a copy of the IEP.
- Verify that the special education services can be provided at the school site and continue the registration process.
- Notify the special education staff of the new student and provide a copy of the IEP.
- COMPLETE special education forms SE-18, SE-19, and MIS.

Within 30 Days an IEP must be held to write current goals and objectives and services onto the Sutter County SELPA IEP forms. At this time, the IEP team may determine that the student requires a different level of service(s) in order to offer FAPE.

- Request CUM, including the special education file.

If the student *does not have* a copy of the IEP from LEA outside of the Sutter County SELPA:

- A call is made to the previous school/LEA to verify the special education services, level and frequency of services the student was receiving. It is imperative that notes are taken during the phone verification process. Ask the school/LEA to fax a copy of the services page of the IEP and any pertinent reports (no release of information form is required between LEAs in California).
- Verify the special education services listed on the IEP can be provided at the school site and continue the registration process.
- Notify the special education staff of the new student and provide a copy of the IEP and the notes taken from the phone verification.
- COMPLETE special education forms SE-18, SE-19, and MIS.

IEP is required within 30 days to write current Goals/Objective and services on the Sutter County SELPA IEP forms. At this time, the IEP team may determine that the student requires a different level of service(s) in order to offer FAPE.

- Request CUM, including the special education file.

NOTE: If the student requires services not available at the school site, contact the LEA special education administration for direction.

The IEP team may determine that an assessment plan is needed as more assessment data is required in order to make an offer of FAPE, OR the school/LEA did not receive the previous assessment reports. If so, an assessment plan will need to be secured (See Assessment Section). The assessment plan does not extend the interim timeframe from 30 to 50 days.