PROCESS 1

PROCESS FOR A DISTRICT/LEA/CONSORTIUM CLOSING A SPECIAL DAY CLASS (SDC)

[Districts/LEAs/Consortiums Serving Students from other Districts/LEAs/Consortiums]

SONOMA COUNTY SELPA

PROCESS FOR A DISTRICT/LEA/CONSORTIUM
CLOSING A SPECIAL DAY CLASS (SDC)
[Districts/LEAs/Consortiums Serving Students from other Districts/LEAs/Consortiums]

This process is designated for those SDCs where students from the class would be returned to their respective districts of residence for a determination of placement and services. Due to changing student demographics, it is sometimes necessary for an agency to close a special day class. It may not always constitute a Program Transfer but will require collaboration between entities responsible for the continuing provision of services to the students in the class and may affect personnel and budget planning in the receiving districts/schools.

When a district/LEA/consortium/SCOE (referred to hereafter as "district") determines that it is necessary to close an SDC within the Sonoma County SELPA, the process and timeline is as follows:

1. The district needs to notify the SELPA, the Sonoma County Office of Special Education and other districts whose students it serves, as well as the parents/guardians of the students in the class, in writing by February 1 of the school year preceding the closure.

2. The district closing the class will attend each student's IEP meeting to assist the receiving district/school in determining a new placement.

3. Arrangements will be made with the receiving district/school to ensure the timely transfer of all student records prior to the end of the school year.

4. For any low incidence eligible student in the SDC, the appropriate Adaptive Technology Center specialist, Visual Impairment specialist, or Deaf or Hard of Hearing specialist will coordinate the transfer of equipment to the student's next class setting. As a first step, contact the SELPA program specialist who manages the low incidence committee for support.