

## Process for Special Education Class Moves, Openings or Closings

### Preliminary Requests from Program Coordinators or Planning

- must have rationale
- must consider how STUDENTS will be impacted
- have these students transitioned in the previous year
- will these students naturally transition in the following year
- chart the home schools and number of students from each that will be impacted
- what building specifics should be considered (bathrooms, wheelchair accessible, room for specific equipment)

### Present Requests to Chief Academic Officer

- Michele will set up meeting and include additional personnel as needed
- Stacy may ask for additional information to be put together, but she will want to know the STUDENT impact up front

### First Meeting with Planning/Operations

- Follow Stacy's lead on who will set up meeting with David Yoke and possibly Hans Williams
- Present the requests that Stacy has approved

### Planning Will Gather/Consider Data

- Planning will review building capacity vs. projected usage in each building
- Planning will tour buildings to verify that space is being used appropriately

### Second Meeting With Planning

- Planning will present information about which moves are possible

### Meeting With Impacted Regional Superintendents

- Present plans and rationales
- They give preliminary input

### Regionals Talk to Principals

- Once Regionals talk with principals, they typically provide an email either rejecting or providing approval
- If rejected, no action to take
- If approved, move on to next steps

### Next Steps for Coordinators

- Feeder lists amended as necessary to reflect changes
- Class rolls amended
- Transportation informed of changes

## Principals and Coordinators Collaborate

- Coordinator informs LTSEs of move and rationale
- Identify for HCM which staff will be moved
- Determine who will inform staff of changes
- Determine how parents will be notified and ensure that they have clear directions about how to register their child for the upcoming school year
- Coordinators ensure that transportation forms are correctly completed for all impacted students
- Coordinator provides staff with directions about boxing up and labeling materials to be moved
- Coordinators arrange with Plant Services (Constance Wilcox) for the move to take place during the summer
- Coordinators visit receiving school to see class locations and determine any additional needs
- Coordinators provide updated rolls to receiving schools
- If opening a new class, Coordinators must work with Principal to get appropriate furniture in building (including technology for teacher and students)

## Coordinators

- Make sure all related service providers are aware of moves

## Budget Unit Manager Addresses

- Work with HCM to have identified staff transferred
- Update allotments at impacted schools

*Paramount to all procedures is that chaos and confusion are kept to a minimum. Parents and teachers need to have clear directions and all the information they need.*