

SECTION 1

Enrollment of Students Residing in Group Homes

PROCEDURE FOR ENROLLMENT

The San Joaquin SELPA has contacted group homes (Licensed Children's Institutions - LCI) within San Joaquin County regarding the enrollment procedures and forms we use when enrolling students. Group Home providers should come to you aware of these procedures and prepared with the information needed. When enrolling an LCI student at your school follow these steps:

1. Enroll the student immediately. You may not deny enrollment based on lack of records or documentation, including immunization (McKinney-Vento Act, AB 490). According to the McKinney-Vento Homeless Children and Youths Program Act, LEAs must ensure that homeless children and youth have equal access to the same free public education, including a public preschool education, as is provided to other children and youth.
2. Assign a SSID / CSIS number to the student if he/she doesn't have one already.
3. Review student's paperwork.

Ask the group home worker for a completed Notification of Placement (NOP) form. If they do not have an NOP, give them a blank form (included in this section) to complete immediately. If there is no IEP, enroll the student in general education.

If the student is a special education student, the NOP should be accompanied by an IEP, a psycho-educational report, court documents if parents' educational rights have been terminated, immunization records and a birth certificate (optional). If the IEP presented has expired, ask the student or group home worker for the name of the last school attended and attempt to contact that school immediately to get IEP information and request current records. If no additional information is available, call the placing agency worker i.e., Probation, Social Services, etc. for information. If you are unable to obtain current information about the IEP placement and services, there are two options. You may place the student based on the most recent IEP available, or you may schedule an immediate IEP meeting to discuss and determine appropriate placement and services.

If the student's IEP indicates placement in a non-public school (NPS), you should still enroll the student in your district and refer immediately to the San Joaquin County SELPA for placement (209-468-4928) in an appropriate non-public school. There should also be an NOP form completed by the group home worker at the time of the request for enrollment.

Definitions

Licensed Children's Institution

EC § 56155.5. (a) As used in this article, "licensed children's institution" means a residential facility that is licensed by the state, or other public agency having delegated authority by contract with the state to license, to provide non medical care to children, including, but not limited to, individuals with exceptional needs. "Licensed children's institution" includes a group home as defined by subdivision (g) of Section 56826.16) of Chapter 7.2, a "licensed children's institution" does not include any of the following:

- (1) A juvenile court school, juvenile hall, juvenile home, day center, juvenile ranch, or juvenile camp administrated pursuant to Article 2.5 (commencing with Section 48645) of Chapter 4 of Part 27
- (2) A county community school program provided pursuant to Section 1981.
- (3) Any special education programs provided pursuant to Section 56150.
- (4) Any other public agency.

Nonpublic, nonsectarian School

EC § 56034. “Nonpublic nonsectarian school” means a private nonsectarian school that enrolls individuals with exceptional needs pursuant to an individualized education program and is certified by the department. It does not include an organization or agency that operates as a public agency or offers public service, including, but not limited to, a state or local agency, an affiliate of a state or local agency, university or college. A non-public, non-sectarian school also shall meet standards as prescribed by the Superintendent and board.

REFER TO FORMS ENCLOSED IN THIS SECTION

SAN JOAQUIN SPECIAL EDUCATION LOCAL PLAN AREA

Notification of Placement

of Individual with exceptional needs in Licensed Children's Institution or Foster Family Home

THIS FORM MUST BE COMPLETED AND SUBMITTED TO THE DISTRICT DIRECTOR OF SPECIAL EDUCATION TO FACILITATE EDUCATION PLACEMENT FOR STUDENTS RESIDING IN OUT-OF-HOME PLACEMENTS ALONG WITH THE FOLLOWING SUPPORTING DOCUMENTS:

56156. Licensed children's institution shall report to the special education administrator of the special education local plan area in which the licensed children's institution is located any referral or admission of a child who is potentially eligible for special education.

check if included	date of report		check if included	
<input type="checkbox"/>	_____	Current IEP(<i>less than 1 year old</i>)	<input type="checkbox"/>	Immunization Record
<input type="checkbox"/>	_____	Current Psycho-Educational Assessment Report (<i>less than 3 years old</i>)	<input type="checkbox"/>	Birth Certificate
<input type="checkbox"/>	_____	Court documents (see below)		
<input type="checkbox"/>	_____	Other assessments _____		

1. **Submitted by:** _____ Phone() _____ Date _____
Agency: _____ Phone() _____ Fax() _____

2. **Student Name:** _____ **SSN** _____ - _____ - _____

Date of Birth: ____/____/____ Age: ____ Gender: M F

Ethnicity: Native American Chinese Japanese Korean Vietnamese Asian Indian
 Laotian Cambodian Other Asian Hawaiian Guamanian Samoan
 Tahitian Other Pacific Filipino Hispanic African-American
 White Islander Other: _____

Current Living Situation: ____ Foster Care/FFA ____ LCI ____ Other: _____

Address of home: _____ City _____ State ____ Zip _____

Please indicate name of facility if applicable: _____

School district of residence: _____

Contact Person: _____ Contact Phone: _____

3. Parent Information:

Natural Parent Name: _____ Phone() _____

Address: _____ City _____ State ____ Zip _____

a. Is the student a ward of the court? Yes No

b. Have the courts removed **educational rights** from the parents? Yes No

c. Is the student conserved? Yes No (*Provide name and address on next page*)

* **If yes to any of the above, attach copies of court documents with judge's signature and/or court seal of approval!**

d. The parent/guardian is deceased (provide date of death) or whereabouts are unknown to the agency. Provide last known address(with date).

e. Within the past 3 years, has the student been:

Suspended? Yes No Number of times _____

Reason: _____

Expelled? Yes No When? _____ School District? _____

Reason: _____

If the Parent(s)/Legal Guardian have designated another individual to represent the educational interests of the child, attach signed documents to support this and indicate the named representative:

Name: _____ Phone() _____

Address: _____ City _____ State ____ Zip _____

4. Educational Information:

Last School attended: _____ Grade: _____ Phone: _____
District: _____ Teacher: _____
Was the School a Non-Public School? Yes No Date of last attendance at this school: _____

5. Placing Agency's Information:

Name of county agency placing the student: _____

(Who is paying for residential placement?)

Mental Health:

Caseworker: _____ Phone () _____ Fax () _____
Mailing address: _____ City _____ State _____ Zip _____

CPS:

Caseworker: _____ Phone () _____ Fax () _____
Mailing address: _____ City _____ State _____ Zip _____

Juvenile Probation:

Probation Officer: _____ Phone () _____ Fax () _____
Mailing Address: _____ City _____ State _____ Zip _____

Regional Center:

Name of Regional Center: _____
Caseworker: _____ Phone () _____ Fax () _____
Mailing address: _____ City _____ State _____ Zip _____

Other important people in this student's life who should be included in the IEP:

Name: _____ Phone () _____
Mailing address: _____ City _____ State _____ Zip _____
Relationship: _____
Name: _____ Phone () _____
Mailing address: _____ City _____ State _____ Zip _____
Relationship: _____

Comments:

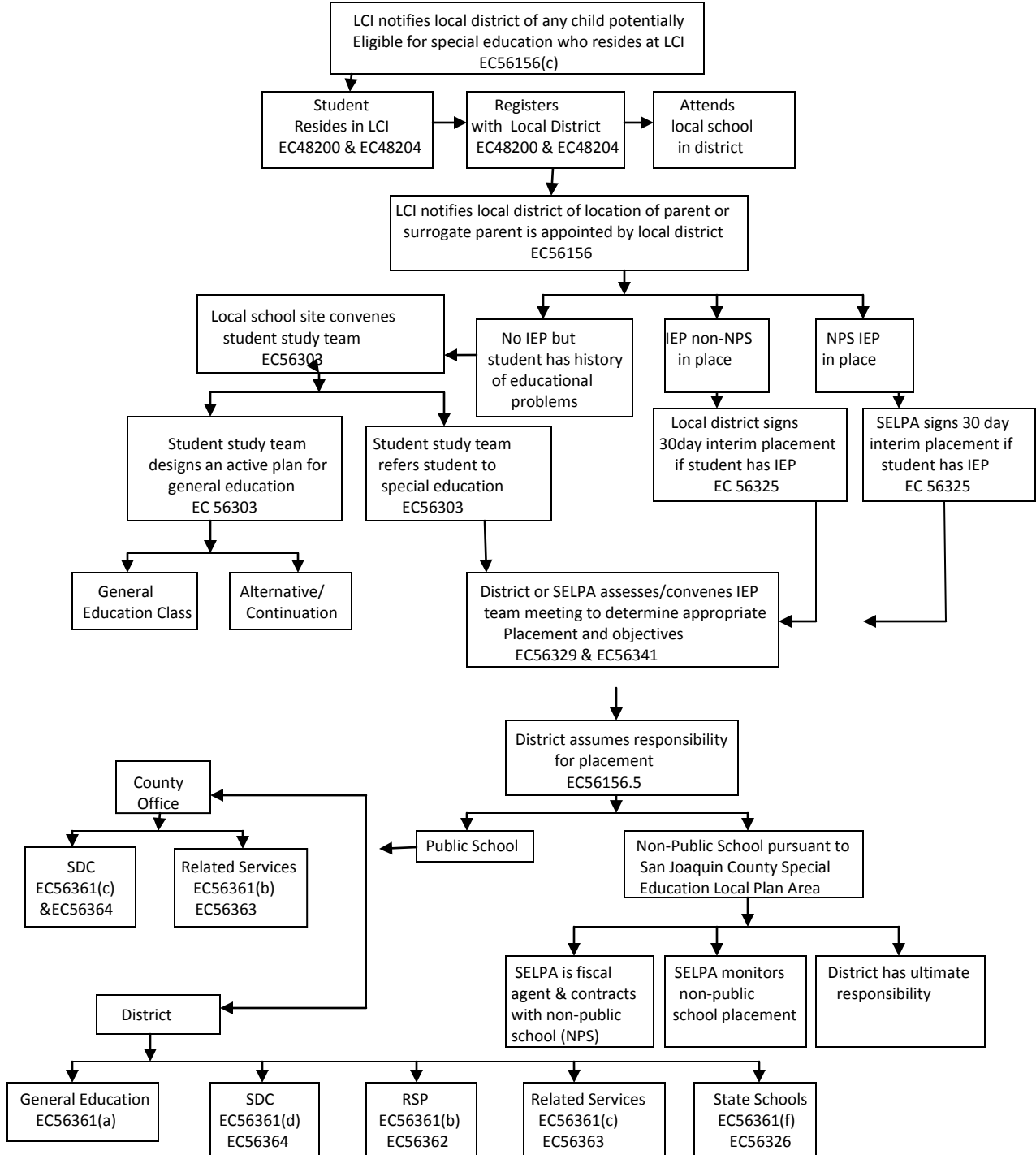
As a representative of the public agency referring/placing this student in the Licensed Children's Institution/Foster Family Home, I have identified the information on this form to be accurate to the best of my knowledge.

Signature of Placing Agency Representative _____
Date

Name of Agency Address City, State, Zip

FOR USE BY THE DISTRICT ADMINISTRATOR	
Date received: _____	Method: _____
District of residence verified _____ Assigned to: _____ Date Received: _____	

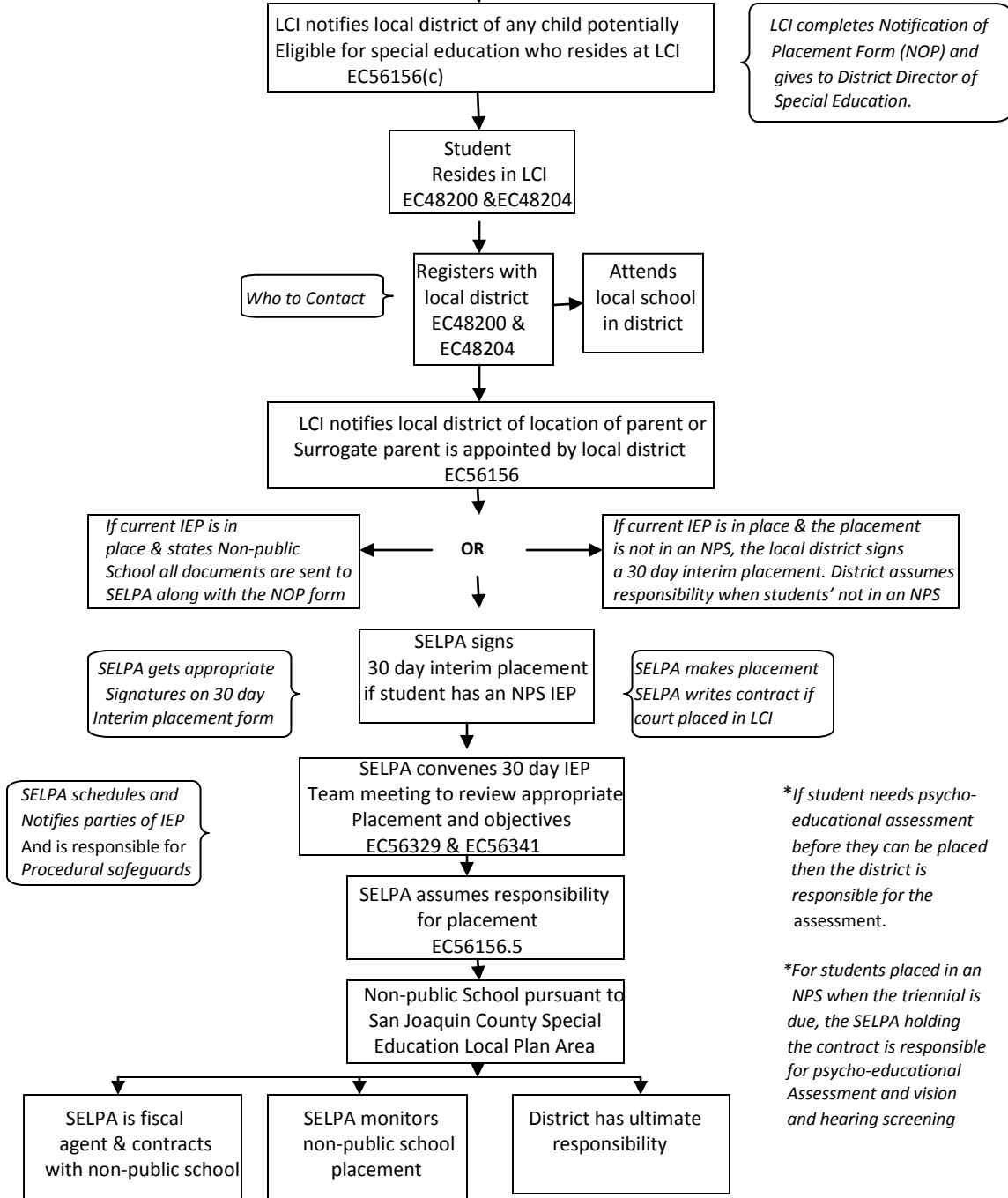
**WHEN RECEIVING ANY REFERRAL FROM GROUP HOME
EDUCATIONAL RESPONSIBILITY OF STUDENTS PLACED
IN LICENSED CHILDREN'S INSTITUTIONS (LCI)
San Joaquin SELPA
Special Education Process**



SDC = Special Day Class **Related Services** = Designated Instruction and Services
RSP = Resource Specialist Program **NPS** = Non-Public School

**STUDENTS WITH IEPs
EDUCATIONAL RESPONSIBILITY OF STUDENTS PLACED
IN LICENSED CHILDREN'S INSTITUTIONS (LCI)**

**San Joaquin SELPA
Special Education Process**



Q & A FOR NPS EDUCATIONAL PLACEMENT

1. Who Has Educational Rights?

- If parental rights have been removed, we need a court order specifically stating so. It must have a judge's signature and/or the court's official seal on it. A **vague order** indicating care of child is not acceptable.

**If rights have been removed we will appoint a surrogate.

2. Who is placing this child?

- Is this child a AB3632 placement (Chapter 26.5)? If so it goes back to the district that made the placement.

If not:

- Determine which agencies are involved, name and phone number of contact person at each agency.
- Determine what are the responsibilities of each agency.

3. If there a current IEP indicating NPS placement?

- A current IEP is less than 12 months old (unless the review date indicates it will be reviewed in less than 12 months). To be a legal IEP, it must be signed by a parent, teacher, and administrator. Make sure the person signing as parent has the legal right to do so. The IEP needs to have annual goals and short term objectives. If they are being carried over from a previous IEP, we will need a copy. The IEP should indicate if the student is receiving any related services such as transportation, speech therapy, occupational therapy, etc.

4. Is there a current psycho-educational evaluation?

- A psycho-educational evaluation is completed by a certified school psychologist. To be current, it must have been completed within the last 3 years.

5. We need an immunization record & birth certificate.

6. Are there other pertinent assessments?

- Psychiatric assessments, clinical assessments, placement discharge summaries. Current medication status would be helpful.

INDIVIDUAL SERVICES AGREEMENT FOR NONPUBLIC, NONSECTARIAN SCHOOL/AGENCY SERVICES
(Education Code Sections 56365 et seq.)

This agreement is effective on July 1, 2014 or the date student begins attending a nonpublic school or receiving services from a nonpublic agency, if after the date identified, and terminates at 5:00 P.M. on June 30, 2015, unless sooner terminated as provided in the Master Contract and by applicable law.

Local Education Agency(LEA)					Nonpublic School/Agency					
Address					Address					
City, State Zip					City, State, Zip					
LEA Case Manager					Phone			Fax		
					e-Mail					
Student Last Name			Student First Name			Program Contact Name				
					Phone			Fax		
D.O.B.			SSID#			e-Mail				
Grade		Level		Sex	() M () F		Education Schedule – Regular School Year			
Parent/ Guardian Last Name			Parent/ Guardian First Name			Number of Days			Number of Weeks	
						Education Schedule – Extended School Year				
						Number of Days			Number of Weeks	
Address					Number of Residential Days		Contract Date			
City, State, Zip					Master Contract Approved					
Home Phone			Business			by the Governing Board on				

DESIGNATED INSTRUCTION AND SERVICES / RELATED SERVICES:

<u>SERVICES</u>	<u>PROVIDER</u>				Cost and Duration of Session	Number of Sessions per wk/mo/yr	Maximum Number of Sessions		Estimated Maximum Total Cost for Contracted Period
	<u>LEA</u>	<u>NPS Daily Rate</u>	<u>NPA</u>	OTHER Specify			Reg School Year	ESY	
A. BASIC EDUCATION									
B. RESIDENTIAL									
C. RELATED SERVICES									
1. Transportation a. Paid to NPS/A b. Reimburse parent									
2. Counseling a. Group b. Individual c. Family									
3. Adapted P.E.									
4. Speech/Language a. Group b. Individual									

5. Occupational Therapy a. Therapy b. Consultation									
C. RELATED SERVICES (cont'd)	Provider				Cost and Duration of Session	Number of Sessions per wk/mo/yr	Maximum Number of Sessions		Estimated Maximum Total Cost for Contracted Period
	LEA	NPS Daily Rate	NPA	OTHER Specify			Reg School Year	ESY	
6. Physical Therapy a. Therapy b. Consultation									
7. ABA a. Consult b. Direct c. Supervision d. Assessment									
8. One-to-One Aide									
9. Other									
						TOTAL COST			

Other Provisions/Attachments: to include lunch, breaks, passing time, etc.

The parties hereto have executed this Individual Services Agreement by and through their duly authorized agents or representatives as set forth below.

-CONTRACTOR-

-DISTRICT-

(Name of Nonpublic School/Agency)

(Name of School District)

(Signature)

(Date)

(Signature)

(Date)

(Name and Title)

(Name of Superintendent or Authorized Designee)

Residency and Responsibility Chart: Residential Placements For Individuals with Exceptional Needs Pursuant to Education Code Section 56026 (When FAPE Is Not at Issue)

Student's Residence	Parent/Guardian Residence	Student Placed in Residential Setting By:	Educational Responsibility	Responsibility for Residential and Non-Educational Costs	Legal Authority
Within District	Within or Outside of District	Referral by Student's IEP Team (Parent's District of Residence)	Parent's District of Residence (LEA)	Parent's District of Residence (LEA)	Cal. Ed. Code §§ 48200, 56363; 34 C.F.R. § 300.104; Stats.2011, c.43 (A.B. 114) § 26
Outside of District (In-State or Out-of-State Residential Placement)	Within District	Referral by Student's IEP Team (Parent's District of Residence)	Parent's District of Residence (LEA)	Parent's District of Residence (LEA)	Cal. Ed. Code §§ 48200, 56363; 34 C.F.R. § 300.104; Stats.2011, c.43 (A.B. 114) § 26
Within District (Placed in an LCI or a foster home)	Within or Outside of District	Court, Regional Center, or Public Agency (other than an Educational Agency)	SELPA where placement is located, or a District by agreement or by COE if no agreement	Placing Agency	Cal Ed. Code §§ 48204(a)(1)(A); 56155.5; 56156.4; 56159
Outside of District (Placed in an LCI or a foster home)	Within District	Court, Regional Center, or Public Agency (other than an Educational Agency)	SELPA where placement is located, or a District by agreement or by COE if no agreement	Placing Agency	Cal Ed. Code §§ 48204(a)(1)(A); 56155.5; 56156.4; 56159
Outside of District (Out-of-State RTC)	Within District	Public Agency without the involvement of the District, SELPA or COE	Placing Agency	Placing Agency	Cal. Gov. Code § 7579
Outside of District (In-State RTC – not an LCI or foster home)	Within District	Court, Regional Center, or Public Agency (other than an Educational Agency)	Parent's District of Residence (LEA)	Placing Agency	Cal. Ed. Code § 48200; Cal. Gov. Code § 7581
Within or Outside of District	Within or Outside of District	Parent or Legal Guardian	Parent or Legal Guardian	Parent or Legal Guardian (District where school is located is responsible for ISP)	Cal. Ed. Code § 48200; Cal. Gov. Code § 7581
State Hospital/Health Facility For Medical Purposes Only (Within or Outside of District)	Within or Outside of District	Court, Regional Center, Public Agency (other than an Educational Agency) or Parent	District where hospital is located	Placing Agency or Parent	Cal. Gov. Code §§ 7581; 7578; Cal. Ed. Code § 48204(a)(5); 56167
Juvenile Hall (Within or Outside of District)	Within or Outside of District	Court, Department of Probation/Corrections or Public Agency (other than an Educational Agency)	County Office of Education (Juvenile Court Schools) where Juvenile Hall is located	Placing Agency	Cal. Ed. Code §§ 48645.1; 48654.2
Adult Jail (Within or Outside of District)* *If non-conserved & qualified for special education before incarceration. If not previously qualified, then no right to FAPE.	Within or Outside of District	Court, Department of Probation/Corrections or Public Agency (other than an Educational Agency)	Last District of Residence responsible prior to age of majority <i>until</i> Parents move – then Parent's new District of Residence (LEA)	Placing Agency	Cal. Ed. Code §§ 48200; 56000(a); 56040(b); 56041(a); <i>Student v. LAUSD</i> , OAH Case No. 2009060442