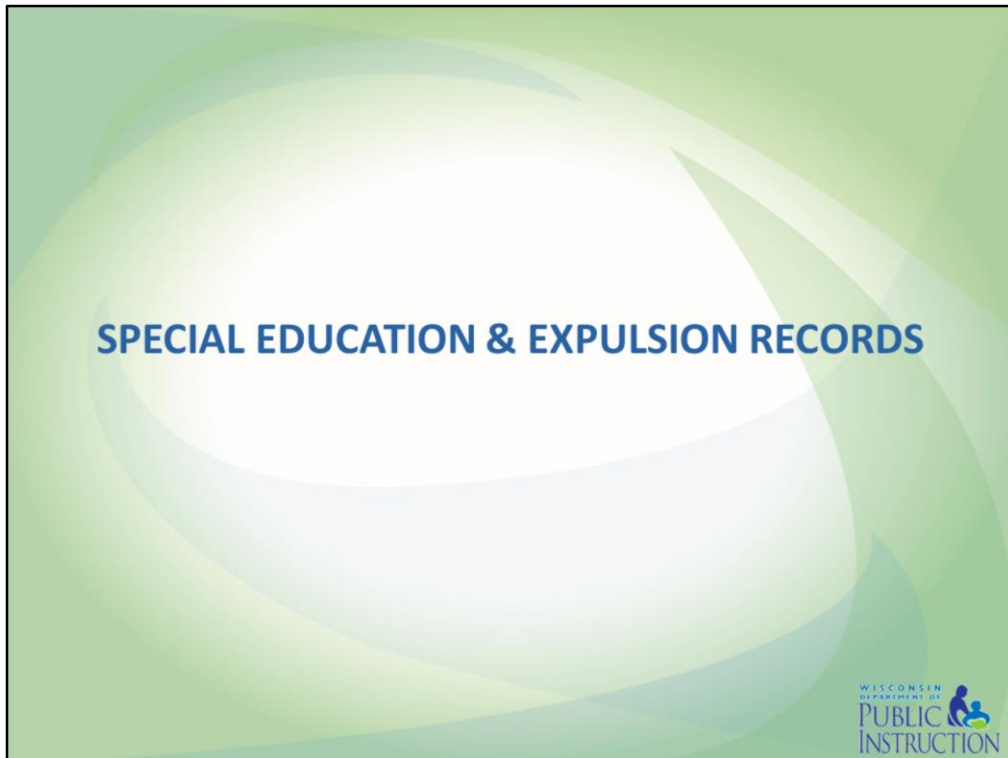


Part 3 of Processing Regular Open Enrollment Applications deals with special education and expulsion records.

To advance to the next slide, click on the Next button.



First, let's discuss the nonresident district accessing special education and expulsion records for an applicant.

Resident District Must Send

- On or before 1st Friday following 1st Monday in May:
 - Special education records.
 - Expulsion records.
 - Notify if pupil is not SPED or expelled.
 - Notify if there are no records on pupil, because pupil is not a resident and/or is not attending the district.

The resident district must send special education and expulsion records to the nonresident district on or before the 1st Friday following the 1st Monday in May. It is not necessary for the nonresident district to request this. The resident district must notify the nonresident district if the pupil is not receiving special education services and/or is not expelled. They must also let the nonresident district know if they do not have any records on the pupil because the pupil is not a resident of their district or the pupil is not attending that district.

Resident District Must Send

- Do not wait for the nonresident district to request the records.
- Can begin sending records as soon as the applications are submitted.
- If you send records earlier than required, do a final check at the end of the application period in case IEPs have been created or amended, referrals have been made or parents have withdrawn consent since the last time you checked.



If the pupil is not attending the resident district named on the application, the nonresident district may request special education and expulsion records from the district that the pupil is attending.

The resident district can begin sending these records as soon as the applications are submitted. Be aware, however, that parents can amend and delete applications until the end of the application period.

Also, if you send records earlier than required, do a final check at the end of the application period in case IEPs have been created or amended, referrals have been made or parents have withdrawn consent since the last time you checked.

Special Education Records

- Current IEP.
- Most recent IEP available, even if outdated.
 - Common if pupil was previously enrolled, but withdrew for home-schooling or private school.
- If no IEP, most recent evaluation.
 - Common if home-schooled or private school pupil was evaluated, but IEP not developed.
- If parent revoked consent, pupil is not SPED. Do not send IEP!



The resident district is required by law to send a copy of an applicant's current IEP.

If the pupil does not have a current IEP available, the resident district must send the most recent IEP available, even if it's outdated. This is common if the pupil was previously enrolled in the resident district, but withdrew for home-schooling or to attend a private school.

If the pupil does not have an IEP or an IEP cannot be located, the most recent evaluation conducted for the pupil must be sent. This is common if a home-schooled or private school pupil was evaluated, but an IEP was not developed.

If a parent revoked consent, the pupil is not eligible to receive special education services. Do not send any IEPs or other records that pre-date the revocation.

If neither an IEP nor an evaluation is available to review, the nonresident district must treat the pupil's application as from a nondisabled pupil.

Expulsion Records

- If pupil is currently expelled:
 - Copy of expulsion order, no matter how long ago.
- If pupil was, but is no longer expelled:
 - Copy of expulsion order from current or two preceding school years.
- If disciplinary proceeding is pending:
 - Information about pending proceeding.

If the pupil is currently expelled, the resident district must send a copy of the expulsion order, no matter how long ago the expulsion occurred.

If the pupil was expelled in the past, but is no longer expelled, the resident district must send a copy of the expulsion order from the current or two preceding school years.

If a disciplinary proceeding is pending for the pupil, information that should be sent to the nonresident district includes: records of the proceeding involving the pupil, a written explanation of the reasons for the proceeding and the possible outcomes of the proceeding.

Nonresident District

- If records not received by deadline, contact resident district.
- If pupil is not resident of or attending resident district, request records from most recent public school district of attendance.



If the pupil isn't attending the resident district named on the application, the nonresident district should request records from the public school district that the pupil is attending.

If you have a question about requesting records from private schools or 2(R) charter schools, contact us.