

MT. DIABLO UNIFIED SCHOOL DISTRICT
SPECIAL EDUCATION

BULLETIN #11
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Q & A

30-DAY ADMINISTRATIVE INTERIM PLACEMENT - REVISED

1. What is a 30-day Administrative Placement?

- The purpose of a 30-day Administrative Interim Placement is to provide immediate placement for students coming into Mt. Diablo Unified School District with an IEP.
- An interim placement gives the receiving school site 30 calendar days to work with and assess the student to verify that the special education services determined by the previous District are appropriate.

2. How is an Administrative Interim Placement processed?

- A student new to the district with a current IEP enrolls at his/her school of residence.
- The site designee immediately requests the previous District to *fax* a complete IEP, and the most recent psycho-educational report. The designee then reviews the IEP for eligibility code, determines the appropriate special education services, and completes the Administrative Interim Placement Form (see Special education Handbook, forms section).

3. What happens if the Mt. Diablo Unified School District school site is unable to confirm special education services in the previous district?

- The student should be enrolled and attending their school of residence while the school is confirming special education services.
- If the school site after multiple attempts is unable to confirm placement and services the site designee should contact the appropriate Program Manager - Full Time Specialized Instruction (x4187) or Part Time Specialized Instruction (x4065). For students requiring Full Time Specialized Instruction, the Administrative Interim Placement packet is sent to the Program Administrator in Wing D.

4. What happens to the Administrative Interim Placement form and documents once completed?

- **Full Time Specialized Instruction (FT. Sp. Inst.)** – If space is available on the caseload at the school of residence, the designee calls the Program Manager to confirm placement. The student is enrolled and the Administrative Interim Placement form and a copy of the current IEP is sent to MIS. If space is unavailable, the site designee in conference with the Program Manager will

determine where there is space available. The packet is sent to the Program Manager who will designate a school where there is room, inform the receiving school and the parents of the placement and determine the need for transportation.

- ***Part Time Specialized Instruction (Pt. Sp. Inst.)*** - If space is available on the caseload at the school of residence, the student is enrolled and the Administrative Interim Placement form and a copy of the current IEP is sent to MIS. If space is unavailable, the packet is sent to the Program Manager, who will designate a school where there is room and determine the need for transportation.

5. How soon must an IEP be completed following an Administrative Interim Placement?

- New assessments (if needed) and an IEP meeting ***must be completed*** within 30 calendar days of the start of the Administrative Interim Placement.

6. What happens if the student's IEP is current, and it is clear that the goals/objectives, program and placement are appropriate?

- If the IEP team is confident that the program, placement, services, and goals/objectives from the previous school district are appropriate and can be implemented in the new setting, then an IEP meeting is held and a new MDUSD face sheet completed. The packet is sent to MIS.

7. Must a new academic assessment and psychological evaluation be completed for every Administrative Interim Placement?

- An evaluation must be completed if current psycho-educational reports cannot be obtained from the previous school district in a timely manner or if they are more than three years old.
- A Consent for Assessment Plan must be completed and signed for additional assessment.

8. How is transportation initiated?

- A transportation form is completed at the time of the Administrative Interim Placement, or the Transportation Secretary in the SDC office sends a form to the family to be completed. **ALL REQUESTS FOR TRANSPORTATION MUST BE COMPLETED IN WRITING.** Completing the form at the time of Administrative Interim Placement will facilitate a timely start date for transportation. A site administrator must sign the form.