

Correspondence School/ASD Procedures

When a correspondent student is brought to ASD's attention, the process is as follows:

- Correspondence School representative notifies Special Ed coordinator of potential student.
- Sped Coordinator gives Correspondence School name of Teacher Consultant/Department Chair, and then contacts TC/DC and cc's Supervisor.
- Correspondence School representative sets up IEP meeting with TC/DC and all other pertinent parties. They:
 - Discuss the appropriateness of participation in correspondence school (the correspondence school representative participates and can describe the correspondence school program).
 - Discuss the appropriateness of the change in placement.
 - Discuss what the special education services are to be provided, and modify the IEP as needed.
 - NOTE: Under no circumstances is an IEP team to dismiss a student from special education upon parent request to do home school-the team must discuss how special education services will be provided and if correspondence school is appropriate
- Once the IEP team has met and decided upon the appropriateness of the correspondence school placement, and services are agreed upon, the IEP is modified as needed. The correspondence school drafts a Cooperative agreement and mails it to the Sped Executive Director for signature.
- Once reviewed, it is signed and returned to the correspondence school.