

ANCHORAGE SCHOOL DISTRICT  
ANCHORAGE, ALASKA

MEMORANDUM

DATE, August 7, 2009

TO: ADMINISTRATORS, SPECIAL EDUCATION AND  
RELATED SERVICES STAFF AND TEACHERS

FROM:  JERRY SJOLANDER, EXECUTIVE DIRECTOR  
SPECIAL EDUCATION

SUBJECT: LOTTERY SCHOOL ADMISSION PROCEDURES FOR SPECIAL  
EDUCATION STUDENTS

All students of the Anchorage School District may apply for entry into alternative, optional, and charter schools of the district. The district utilizes a lottery system to provide an equal opportunity for students who request participation in a program or school other than at their neighborhood school. Approval or denial is based on space availability and grade-level balance. If the number of applications exceeds the number of available spots for a particular program, a lottery is used to fill the openings. Lotteries are held two times a year.

Special education services are available to all students attending alternative, optional and charter schools of the district; however, not all resources and services available in neighborhood schools are necessarily available in each lottery school. When a special education student is considered for a position in one of these schools, it is critical that a review of the student's Individualized Education Plan (IEP) be conducted to determine whether the district is able to provide a free appropriate public education for the student in the new school setting.

*Review Procedure*

The following procedure should be followed for students with disabilities considering enrollment in an alternative, optional, or charter school of the Anchorage School District.

- The student/parent should submit a lottery or application form according to the guidelines of the school of choice. Once the lottery has been

conducted, the lottery school should review the applications of selected students to determine if any student receives special education services or accommodations.

- **Prior to the first day of school**, staff will secure a copy of the students' current IEP or 504 Plan from the student's last school of record or the special education records office.
- Special education personnel of the lottery school should review the IEP to determine whether services required in the IEP can provide at the school **and to ensure that appropriate staff and services will be in place.**
- If necessary or appropriate, the special education personnel should arrange a timely IEP meeting to include representative(s) of the student's last IEP team who are knowledgeable of the student's program. The IEP team should conduct a thorough review of the student's IEP to determine whether all goals can be addressed in the proposed setting and how services would be provided. The team should consider whether the student's individual learning needs can be effectively addressed by the methodology, curriculum and materials available at the proposed school. **The team should also revise the IEP to reflect the educational environment of the alternative or charter schools.**

#### *Determination*

If it is determined that the lottery school can provide an appropriate educational program with adequate support for the student, the decision should be documented in an IEP amendment or Prior Written Notice which reflects any changes that the team deems appropriate.

If it is determined that the lottery school cannot adequately address the needs of the student the decision should be disclosed to the parent at the meeting and documented in a Prior Written Notice. Notice to the parent should include a copy of the Procedural Safeguards.

#### *Appeal Process*

Appeals should be made in writing and presented to the Principal of the lottery school or a Supervisor of Special Education. The parents shall also be notified of their right to request a due process hearing, including mediation, or to file a complaint with the Department of Education and Early Development regarding the decision.