

**SAMPLE PROCESS FOR DELIVERY OF EDUCATION SERVICES  
TO STUDENTS ATTENDING INTERIM-PROGRAM SCHOOLS**

***STUDENT ENTERS OUT-OF-HOME PLACEMENT***

**PARTICIPATION IN INTERIM-PROGRAM SCHOOL OFFERED TO NEW STUDENT**

***Generally Occurs on First School Day Following Arrival at Out-of-Home Placement***

- Student's participation is mandatory if he or she is of compulsory attendance age, unless graduated from high school or temporarily excused from classroom participation.

**EDUCATION SCREENING AND STUDENT ORIENTATION**

- Interim-Program School staff interview new student regarding school enrollment status, school last attended, school district of residence, current grade level, coursework, interests, and educational and vocational goals.
- Interim-Program School staff conduct education screening to identify a student with a disability receiving special education.
- School Liaison queries *Nebraska Student and Staff Reporting System (NSSRS)* to confirm student's school district of residence and *NDE Unique Identifier*.
- New student is provided orientation to Interim-Program School's instructional programs and educational activities.

**SCHOOL LIAISON MAKES INITIAL CONTACT WITH APPROPRIATE SCHOOL(S)**

- School Liaison notifies school district of residence and/or school last attended of student's current out-of-home placement;
- Requests copy of student's education records, current coursework and any homework assignments; and
- Discusses student's participation in NeSA and/or district-wide assessments while at Interim-Program School, if applicable.

**For Students with Disabilities:**

- School Liaison confirms disability and *Section 504* or special education designation as per Multidisciplinary Team (MDT); and
- Requests additional education records, including *504 Plan* or *Individual Education Plan (IEP)* and related information.

**STUDENT'S ACADEMIC ADVANCEMENT PLAN DEVELOPED**

- Interim-Program School staff develop *Academic Advancement Plan* in consultation with school where student will return or transfer. *Academic Advancement Plan* may also be based on student's education screening, education records, NeSA assessment criteria and expected length of stay in out-of-home placement.
- School Liaison contacts student's parents, guardian or surrogate parent regarding *Academic Advancement Plan* and educational status.

**For Students with Disabilities:**

- Information from student's *504 Plan* or *IEP* is included in *Academic Advancement Plan*.

**STUDENT'S ACADEMIC ADVANCEMENT PLAN IMPLEMENTED**

- Student is provided instructional programs and educational activities in accordance with *Academic Advancement Plan*.
- On an ongoing basis, Interim-Program School staff review and document student's participation in instructional programs and academic progress, updating *Academic Advancement Plan* as necessary.
- Upon request, *Academic Advance Plan* and progress reports are sent to school where student will return or transfer and to his or her parents, guardian or surrogate parent.

**For Students with Disabilities:**

- School district of residence provides special education and related services directly or through contract in accordance with student's *IEP*. Interim-Program School staff may assist school district in fulfilling those responsibilities.

***PLACEMENT AUTHORITY NOTIFIES INTERIM-PROGRAM SCHOOL  
OF STUDENT'S DEPARTURE AND SUBSEQUENT PLACEMENT***