

**SAMPLE PROCESS FOR TRANSITION OF STUDENTS FROM
INTERIM-PROGRAM SCHOOL TO PUBLIC SCHOOL OR OTHER EDUCATION PROGRAM**

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

INTERIM-PROGRAM SCHOOL COORDINATES STUDENT'S TRANSITION WITH PRIMARY SYSTEMS

This may include Receiving Public School or Education Program, Court of Jurisdiction, Nebraska Department of Health and Human Services (DHHS), Probation, Treatment Provider(s) and Parents, Guardian or Surrogate Parent

- School Liaison meets with student to discuss transition to public school or other education program.
- School Liaison notifies receiving school or education program of student's upcoming departure; discusses student's current coursework; determines records needed for school re-entry or enrollment; and provides contact information.
- School Liaison contacts primary systems involved with student to coordinate transition to receiving school or education program.
- School Liaison contacts student's parents, guardian or surrogate parent regarding his or her academic progress and transition.

**STUDENT'S ACADEMIC ADVANCEMENT PLAN, EDUCATION RECORDS AND ACADEMIC CREDITS
TRANSFERRED TO RECEIVING SCHOOL OR OTHER EDUCATION PROGRAM**

- School Liaison transfers student's *Academic Advancement Plan* (including *Transition Plan*), education records, completed coursework and academic credits earned while attending Interim-Program School to receiving school or education program.
- Student's Juvenile Services Officer (JSO) or Case Manager (DHHS or private contractor) and parents, guardian or surrogate parent coordinate obtaining additional records needed for school re-entry or enrollment (immunizations, birth certificate, etc.).

STUDENT ARRIVES IN COMMUNITY AND ENTERS PUBLIC SCHOOL OR OTHER EDUCATION PROGRAM

- Student re-enters or enrolls in public school or education program, accompanied by parent, guardian, Case Manager or JSO.
- If student fails to report to receiving school, that school notifies parent or guardian and Case Manager, JSO or Probation Officer.
- The receiving school or education program determines student's academic level, class schedule and coursework based on meeting with the youth, education records, *Academic Advancement Plan* and other information from Interim-Program School.

**ATTENDANCE BEGINS AT PUBLIC SCHOOL
OR OTHER EDUCATION PROGRAM**

- Attendance should begin on next school day following student's return or enrollment.
- If student is homeless, immediate entry must occur.

GENERAL EDUCATIONAL DEVELOPMENT (GED)

GED Testing Requirements

- Minimum Age: 16 years.
- Must have signed and notarized NDE Form #12-003, supporting documents required by GED Testing Center, and evidence 60 days have passed since officially withdrawn from school or waiver from school last attended.
- 16 and 17 year olds must also have hand-written applicant letter, transcripts from school last attended, and birth certificate if birth date is not on transcripts.

SCHOOL PROVIDES STUDENT ORIENTATION

- School provides Orientation to student and parents, guardian or out-of-home caregiver.
- A peer mentor or adult mentor may be assigned to student, as appropriate and available.

FOR STUDENT WITH VERIFIED DISABILITY, SCHOOL DISTRICT OF RESIDENCE HOLDS IEP MEETING

- *Individual Education Plan (IEP)* meeting is scheduled as soon as possible following student's return or enrollment.
- *IEP* meeting may include: student; parent, guardian or surrogate parent; general education teacher(s) and special education teacher(s); School Counselor; Transition Specialist; school administrator; and service provider(s).
- School district of residence updates student's *IEP* based on meeting.

PUBLIC SCHOOL OR EDUCATION PROGRAM PROVIDES EDUCATION SERVICES TO STUDENT

- Receiving school or education program sends attendance and academic progress reports to parents, guardian or surrogate parent; Case Manager or JSO; Probation Officer; court of jurisdiction; and/or placement authority (with signed release, if required).

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Source: Nebraska Department of Education – SEAC Committee on Education of Students in Out-of-Home Placements