

STUDENTSPlacement for Special Education Services

Admission/Discharge Committee meetings for review, placement, admission, discharge and transfer will adhere to the requirements in the Administrative Code, Title 5, the applicable Education Code, and local county procedures, which do not conflict with above requirements.

6/24/75

Approved by  
Marin County Board of Education

Marin County Schools Office

## PLACEMENT FOR SPECIAL EDUCATION SERVICES

### Definitions:

#### Placement:

Placement in a program will adhere to the requirements in the Administrative Code, Title 5, the applicable Education Code sections, and County placement procedures. All placements will be subject to review, based on county procedures or a formal referral by an appropriate individual or agency.

#### Trial Placement:

Trial placement is a temporary enrollment of a student in a class or program in accordance with the requirements of the Administrative Code, Title 5 and applicable Education Code, and the county schools office placement procedures.

Trial placement reviews will be held by the Admissions/Discharge Committee as required by the statutes and the Administrative Code.

It is the administrative intent to review the trial placement as soon as possible.

#### Placement Recommendation:

The decision reached by the Committee is understood to be a recommendation to the Superintendent or his designee, and will normally be adhered to.

### Procedures:

Admission/Discharge Committee meetings for student review, placement, admission, discharge and transfer will adhere to the following procedural format:

1. Information present at the meeting will include, but not be limited to, the following:
  - a. A referral form, letter, or application for service from an agency or an individual.
  - b. Required immunization history and Code/Adm. Code medical requirements.

- e. Which of the following actions is being considered:
  - 1) review
  - 2) placement
  - 3) admission
  - 4) discharge
  - 5) transfer
8. When school is in session, known prospective teachers will be notified of the meetings at least five working days in advance and, when possible, may observe the student before the meeting.
9. Admission/Discharge Committee meetings will begin with a check to determine if all required individuals and information are present.
10. Discussion at Admission/Discharge meetings will begin with the reason(s) for referral.
11. Discussion at Admission/Discharge meetings will be restricted to matters pertinent to the placement of the student.
12. Specific program eligibility will be determined, and recommendations will be made during the Admission/Discharge meeting only.
13. The placement recommendations will be made by a formal majority vote procedure by those required to attend by law. All votes are equal with placement recommendations being made by the Department Director in the event of a tie vote. A written record will be kept of the recommendation and the vote.
14. Placement recommendations will normally be implemented. Placement recommendations are subject to concurrence of:
  - a. Parent(s)/guardian(s)
  - b. the Superintendent