

SITE OPERATIONS CIRCULAR NO. 2012

Department of Reconnection

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: September 11, 2017

To: All Secondary Administrators, Secondary Counselors

Subject: **PROCESS FOR MAKING PROACTIVE PLACEMENT AT ALBA COMMUNITY DAY SCHOOL**

Department and/or Persons Concerned: All Secondary Administrators, Secondary Counselors

Action Requested: Review policy and complete the ALBA Proactive Placement Referral Form, as needed

Attachments: 1) Proactive Placement Referral

Brief Explanation:

It is the intention of the San Diego Unified School District to support neighborhood school enrollment. Beginning the 2017-2018 school year, ALBA will be able to accept students proactively placed by comprehensive sites. If a school site identifies a student that would benefit from a school that offers low student-to-teacher ratio and focuses on learning support services that include: school counselors, psychologists, academic and vocational counselors, and behavior support personnel, ALBA Community Day School may be an option for the student.

Referrals for proactive placement at ALBA are contingent upon the appropriateness of placement and level of interventions implemented by the sending site.

Students reserve the right to return to their neighborhood school at any point during the school year.

1. Proactive Placement Referral Process:

- a. School site identifies student and completes referral form, including all required documents.
- b. School site faxes or mails referral form with all attachments and administrator signature to:
Fax: (619) 344-3940
Mail: ALBA Community Day School
- c. ALBA determines referral appropriateness and notifies school site of decision.
- d. If ALBA is found to be an appropriate placement, intake meeting will be scheduled with the student and family, and records will be requested.

Questions pertaining to proactive placements may be directed to Andrea Vinson at (619) 344-3900
anvinson@sandi.net.

APPROVED:



Cheryl Hibbeln
Executive Director
Office of Secondary Schools

Attachments (1)