

SAN DIEGO UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES

NO. 4233

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CLASSIFICATION INSTRUCTION, SPECIAL PROGRAMS

EFFECTIVE 4-1-77

SUBJECT MATRICULATION GUIDELINES, PROGRAMS
FOR STUDENTS WITH SEVERE HANDICAPS

REVISED g- 12-88

A. PURPOSE AND SCOPE:

1. To outline administrative procedures for assignment and transfer of students with severe handicaps.
2. Eligibility determination is covered in Procedure No. 4230.

B. LEGAL AND POLICY BASIS:

1. Reference: Board policy.

C. GENERAL:

1. Originating Office. Suggestions or questions concerning this procedure should be directed to Special Education Department.
2. Programs for students with severe handicaps are established on comprehensive school campuses or at special education centers (e.g., Revere, Mission Beach).
3. Assignments and Transfers. Students are assigned to classes/schools on the basis of eligibility, age, school of residence, the Board's least restrictive environment policy statement and the student's Individualized Education Program (**IEP**).

a. Comprehensive school site:

Elementary School: Ages 3 to 12. Students reaching their 12th birthday at an elementary school site generally transfer to a middle or junior high school site or special education center the following July or September. Transfer of records must include an updated Current Performance Profile.

Middle School or Junior High School: Ages 12 to 16. Students reaching their 16th birthday at a **middle** school or a junior high school site generally transfer to a senior high school site or special education center the following September. Transfer of records must include an updated Current Performance Profile.

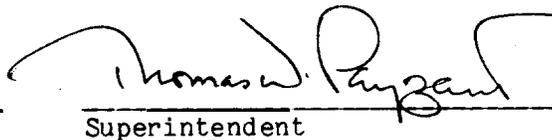
Senior High School: Ages 16 to 22.

b. Special education centers:

Revere School: Ages 3 to 12.
Mission Beach School: Ages 13 to 22.

- c. Students reaching age 22 after September 2 are eligible for enrollment in the SH program during the current school year. At the end of that school year, 22-year-old students will no longer be eligible for services.
4. The SH Program Office must be involved when consideration is being given regarding moving a student with severe handicaps to either a more restrictive or a less restrictive setting.
- D. IMPLEMENTATION: Refer to Procedure No. 4230 for eligibility determination.
- E. FORMS AND AUXILIARY REFERENCES:
- F. REPORTS AND RECORDS:
1. Transfer of student records must include updated Current Performance Profile.
 2. Transfer of students age 16 and over must include Individualized Transition Plan (ITP).
- G. APPROVED BY:


Assistant Superintendent
Educational Services


Superintendent