

SAN DIEGO UNIFIED SCHOOL DISTRICT

Student Services
Placement and Appeal

SIP COUNCIL PRESENTATION FORMAT/GUIDE

PRIOR TO COUNCIL MEETING:

- Notify all schools involved with possible placement so representatives from the other sites may be included. Parent must be contacted and attendance at the meeting confirmed.

BRING TO SIP COUNCIL:

- Appropriate student records, including cumulative file
- Copy of completed SIP form
- Five (5) copies of documentation of information to be presented
- Transportation options if specific schools are assigned
- Appropriate special education information
- Parent telephone/contact number
- Presentation to SIP Council needs to be organized and concise

A. Introduce yourself and those present (student, parents/guardians, witnesses, department/district staff, agency representatives).

B. Student Name _____ Age _____ Grade _____ Ethnicity _____

C. Special Program _____
(VEEP, Special Education)

D. Test Scores _____ Attendance Info. _____

Reading Ability/SDRT Score _____ Credits to Date/GPA _____

E. Previous school transfers/reasons _____
(SIP, VEEP, Special Education, Magnet)

F. Current progress report/most recent grade report available

G. Describe the problem _____

Include (1) number of referrals and number of teachers, and (2) suspensions—with reasons

H. Reason for presenting case to SIP Council _____

I. Efforts of present school to resolve problem or remediate behavior (e.g., intervention strategies, site consultation team, and district counselor referral) _____

J. Recommendations _____