



ADMINISTRATIVE PROCEDURE
SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 4610

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CATEGORY: **Instruction, Guidance**

EFFECTIVE: **3-5-80**

SUBJECT: **Transfer of Special Education Students**

REVISED: **4-20-04**

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing transfer of special education students.

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: F-2510, F-2520; Code of Federal Regulations, Title 45, Section 121.a.504(a)(1)(2); California Code of Regulations, Title 5, Section 3125.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Special Education Division, Office of Instructional Support.
2. **Parental Approval Required.** Parental approval is required for placement of a student in any special education program or student transfer from one special education classification to another, e.g., transfer from learning handicapped to seriously emotionally disturbed. A parent/guardian may, at any time, request that a student in the special education program be removed and returned to a regular education classroom. The IEP team will review the request and determine the appropriate placement.
3. **Placement.** Federal and state legislation mandates that special education children be educated in their neighborhood school whenever possible, or in the closest school to their home that offers needed services. The district is committed to this concept and, whenever possible, to ethnically balance each classroom in the district. In placing students, consideration is given to the following:
 - a. **Because of the handicapping condition** and/or a need for concentrated services, a student requires placement at a selected site to ensure needed services are provided.
 - b. **Because of the need to ethnically balance a classroom**, a student must be placed at a specific site.
 - c. **Some schools already are overcrowded** and lack sufficient space for special education classrooms. If appropriate placement is not available at a student's geographical school of residence and the student is placed at another school, appropriate transportation will be provided to the school of placement at no cost to the parent/guardian. Normally, transportation will *not* be provided by the

Special Education Division if a parent/guardian or the school requests a student's transfer for personal/social adjustment purposes.

D. IMPLEMENTATION

1. Special Day Class Transfers

- a. **Request by parents/guardians.** Parent/guardian requests to transfer are processed according to Procedure 6127 on special attendance permit forms. Normally, transportation is *not* provided by the Special Education Division.
- b. **Requests by Schools.** School requests to transfer should be processed in accordance with Procedure 4605 regarding school placement.

2. Requests for Other Special Education Program Transfers

- a. **Requests by parents/guardians.** Parent/guardian requests to transfer should be processed in accordance with Procedure 6127 on special attendance permit forms. Normally transportation will *not* be provided by the Special Education Programs Division.
- b. **Requests by Schools.** School requests to transfer should be processed in accordance with Procedure 4605 regarding school placement.

E. FORMS AND AUXILIARY REFERENCES

1. School-initiated placement, available from the Placement and Appeal Office
2. School-initiated placement council, Placement and Appeal Office form
3. Request for Intradistrict Special Attendance Permit, Stock Item 22-P-0280

F. REPORTS AND RECORDS

G. APPROVED BY



Chief of Staff, Leslie Fausset
For the Superintendent of Public Education