



2017-18 School Year Information for Parents/Guardians:

Considerations for Special Education Administration when making assignments to regional programs for special education students

Special Education Services adheres to the school system Student Assignment calendar. All parents/guardians have the right to request:

- Magnet options (January 12-31, 2017)
- Calendar option application (February 22-28, 2017)
- Early Transfer application (February 22-28, 2017)
- Regional programs are not located in all schools – refer to Proposed Program Locations document on Special Education Services webpage

Special Education Administrators request data from teachers about students' special education needs during the month of February. This data includes students who may need or continue to need an assignment to a regional program.

The Office of Student Assignment's Final On-line Transfer Application Period is May 1-15, 2017.

Special Education Administrators use teacher data about student needs and the following considerations as they build the classes for the next school year:

- Board Policy Series 4000-Student Assignment
- Special Education State Policies governing classroom ratios and assignment to a school
- The number of students returning to the program the next school year (stability)
- The number of new students for which the school is the base school (proximity)
- Matching the student's current calendar and/or calendar of the base school to the assigned calendar if at all possible
- The distance from the home to the assigned school to maximize transportation efficiency and remain within board policy regarding ride times
- Balancing the needs of the students in the classroom to maximize instructional time

If a transition meeting is required, assignments are not able to be finalized until the transition meeting has been conducted. Typically, IEP meetings for transition begin in April and conclude in June. If an IEP is changed that may impact the placement needs after the original assignment has been sent to the parent/guardian, the parent/guardian will be mailed a second assignment slip.



Most frequent questions about student assignments regarding regional programs for special education students:

1. **The regional program closest to my home that meets the needs of my child is full. Why can't Special Education Services open another classroom in that school?**

Special Education Services works closely with Facilities to identify schools with available space. The identified space needs to be appropriate to serve the needs of the students.

2. **The regional program in my base would meet my child's needs and it is full. Why can't students be moved if it is not their base school?**

The WCPSS Board Policy supports stability for students once they are assigned to a school. Once a student is assigned to a school, he/she remains at that school as long as it meets the special education needs of the individual student. Space becomes available when a student moves to a residence that does not allow for the specified bus ride time per Board Policy, moves out of WCPSS, no longer requires the services within the regional program or the student is promoted to the next school level. If space is available, base students receive priority.

3. **Why wasn't my child with special needs assigned to the same calendar as my traditional calendar student?**

There may not be a school on the same calendar as the siblings within close proximity to the home address or within the district. When the school with availability on the same calendar is too far from the address to guarantee special education transportation within the board policy for ride times, an alternate assignment must be made. Calendar preference is not a guarantee, but Wake County is committed to having siblings within the same household on the same calendar if they are in grades K – 8. If Special Education Services is unable to provide the calendar that matches the siblings, Special Education Services will work with the family and the Office of Student Assignment to move the siblings to the calendar option, if available, that matches the student with the regional program assignment.

4. **What if I don't agree with the class assignment because I don't agree with the services recommended by the IEP Team for my child?**

WCPSS assigns a student to a regional program when the services outlined in the student's IEP is not available at their base school. If a parent/guardian is not in agreement with the IEP developed by the team, the parent/guardian has several options.

- 1) Contact the principal to request an IEP meeting to discuss concerns regarding the IEP for their child.
- 2) Contact Special Education Services Family and Community Connections office



(<http://www.wcpss.net/domain/107> or 919-431-7143(Español).

3) Utilize the resources in the Handbook on Parents' Rights

(<http://ec.ncpublicschools.gov/parent-resources/parents-rights-handbook>) to determine the next steps.

5. What if I want a transfer?

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Parents/Guardians may complete the transfer form on-line by accessing the Office of Student Assignment website (<http://www.wcpss.net/domain/36>) or by utilizing the computers in the Office of Student Assignment at 5625 Dillard Drive in Cary.

Parents/Guardians of students in regional programs may request a school program, but the transfer will not be granted if the IEP cannot be implemented at that school or there is no space available in that classroom. *It is important to remember the parent/guardian assumes responsibility for transportation to and from school for approved transfers even if the student has special transportation on the IEP.*

6. Why can't my child who has special needs go to the same school as their siblings?

The regional program your child requires may not be available in the sibling's school or have available space. For students in kindergarten through 8th grade, parents/guardians may request a transfer for siblings to the school where the regional program is located.

Parents/Guardians will need to provide transportation for the siblings. (refer to question 5)

If a parent/guardian has questions about any transfer application, he/she may contact the Office of Student Assignment at 919-431-7333, visit the Student Assignment Website, (<http://www.wcpss.net/domain/36>) or contact Family and Community Connection, Special Education Services at <http://www.wcpss.net/domain/107> (919-431-7143 Español). For all other questions about Special Education, please call 919-431-7334.