



## 2020-2021 Information for Parents/Guardians

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

#### **Important Dates:**

Special Education Services adheres to the school system Student Assignment calendar. The following dates are preliminary and are subject to change:

- Magnet/Year-Round Application period (October 15, 2020-January 28, 2021)
- School Transfer Request period (February 26 - March 12, 2021)
- Regional programs are not located in all schools – refer to “Program Descriptions and Locations” document on Special Education Services – Programs and Services webpage

**It is important to remember the parent/guardian assumes responsibility for transportation to and from school for ALL approved transfers *even if the student has special transportation on the IEP.***

#### Regional Program Information

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.

Special Education Administrators use teacher data about student needs and the following considerations as they build 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. Families of students served in a regional program will receive their school assignments in the Spring by accessing Powerschool. Families will then be given the opportunity to request a transfer within 10 days of the Powerschool notification through the Office of Student Assignment. If an IEP is changed that may impact the assignment needs after the original assignment has been made and posted in Powerschool, the family will receive a second assignment slip from Special Education Services.



## Frequently Asked Questions about Class 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 are 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:

- a) Contact the principal to request an IEP meeting to discuss concerns regarding the IEP for their child.



- b) Contact Special Education Services Family and Community Connections office (919-431-7334 or 919-431-7143(Español), [facc@wcpss.net](mailto:facc@wcpss.net)) to discuss concerns.
- c) 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?

Parent/Guardians may complete the transfer form on-line by accessing the Office of Student Assignment website <https://www.wcpss.net/domain/13656> or by utilizing the computers in the Office of Student Assignment at 5625 Dillard Drive, Cary, NC. Parents/Guardians of students in regional programs may request a school, 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 8<sup>th</sup> 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)

#### Additional Information

For questions about any transfer application, please contact the Office of Student Assignment at 919-431-7333 or visit the Student Assignment Website, (<http://www.wcpss.net/domain/36>).

For additional information regarding Special Education Services, please contact the Family and Community Connection Office in Special Education Services at (<http://www.wcpss.net/domain/107>) or by calling 919-431-7334 or 919-431-7143 (Español).