



RED CLAY CONSOLIDATED SCHOOL DISTRICT

ADMINISTRATIVE MEMORANDUM

TRANSITION OF STUDENTS FROM EXTERNAL PLACEMENTS | 8001.11

When a student returns to school following treatment at an outside agency, an intake conference should be held prior to admitting the student. The purpose of the conference is to review the student's mental, emotional, or physical status; determine appropriate school or program placement; and develop a transition plan, if necessary.

The school administration will be responsible for scheduling and conducting intake conferences. Representatives from the outside agency should be invited to participate in the intake conference. Written documentation of transition or accommodation plans should be shared with all participants.

If the school administration believes the student may need services provided at a special school or alternative program, the Office of Alternative Education or the Office of Special Services should be contacted. Representatives from the Office of Alternative Education or the Office of Special Services will assist in obtaining relevant documentation from the outside agency and will convene an IEP, IPRD, or District discipline committees meeting to determine appropriate placement, program, and services.

Questions about the information contained in this administrative memorandum should be directed to the Deputy Superintendent.