

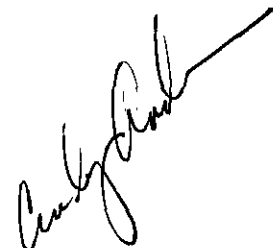
ANCHORAGE SCHOOL DISTRICT
ANCHORAGE, ALASKA

MEMORANDUM

July 28, 2010

TO: ADMINISTRATORS, SPECIAL EDUCATION AND
RELATED SERVICES STAFF AND TEACHERS

FROM: CINDY ANDERSON, EXECUTIVE DIRECTOR, SPECIAL EDUCATION



SUBJECT: CONSIDERATION OF SPECIAL EDUCATION AND §504 ELIGIBLE STUDENTS
BY LOTTERY FOR ALTERNATIVE, OPTIONAL AND CHARTER PROGRAMS

Background

In his 2009 memorandum to fellow administrators, former Special Education Director Jerry Sjolander explained the inclusion of special education students in the open lottery process:

'All students of the Anchorage School District may apply for entry into alternative, optional, and charter schools of the district. The district utilizes a lottery system to provide an equal opportunity for students who request participation in a program or school other than at their neighborhood school. Approval or denial is based on space availability and grade-level balance. If the number of applications exceeds the number of available spots for a particular program, a lottery is used to fill the openings. Lotteries are held two times a year.

Special education services are available to all students attending alternative, optional and charter schools of the district; however, not all resources and services available in neighborhood schools are necessarily available in each lottery school.'

Best Practice Guidance

The following steps are to be utilized by administrative teams when determining if sufficient resources and services are available in an alternative, optional, and charter school.

- In accordance with ASD Board policy, the student / parent should submit a lottery or application form according to the guidelines of the school of choice;
- The lottery is conducted for all students without any prior knowledge of the school regarding special education need;
- Once the pool of selected students is identified, then the requested lottery school reviews the application of selected students to determine if any student receives special education services or accommodations;
- Staff secures a copy of the student's current IEP or 504 plan from the student's last school of record or the special education office;

- Administration and special education personnel of the lottery school should review the IEP to determine whether services required in the IEP can be provided at the school and to ensure that appropriate staff and services will be in place.
 - If the answer is "yes," then the student is received into the lottery school
 - If the answer is "no," then proceed

Schedule a meeting with the student's IEP or 504 team to review the student's current plan. The teams need to meet within the few weeks after the lottery dates, especially in light of the start of a new school year.

- Special education personnel of the requested lottery school should arrange a timely meeting to include representatives of the student's:
 - Last or current IEP team - Special and regular education personnel
 - Lottery school special and regular education personnel
 - Any related services personnel (as appropriate to the needs addressed in the IEP)
 - The parents and/or guardian

NOTE: It is important to remember that staff (all IEP or 504 team members) may always participate via telephone conference.

- The IEP team should conduct a thorough review of the student's IEP or 504 Plan to determine whether:
 - All goals can be addressed in the proposed setting
 - How services would be provided
 - Whether the student's individual learning needs can be effectively addressed by the methodology, curriculum and materials available at the proposed school
- The IEP team should also revise the IEP to reflect the educational environment of the alternative, optional or charter schools, including "start dates" for the implementation of the future program.

Determination

- The decision should be documented in an IEP amendment or Prior Written Notice which reflects any changes that the team deems appropriate:
 - It is determined that the lottery school can provide an appropriate educational program with adequate support for the student.
 - It is determined that the lottery school cannot adequately address the needs of the student.
- The decision should be disclosed to the parent at the meeting and documented in a Prior Written Notice.
 - Notice to the parent should include a copy of the Procedural Safeguards.

Appeal Process

Special education appeal process should be shared with all parents as appropriate.