

Change of Placement Process Rubric

Purpose: To ensure all steps are followed in sequence and proper communication occurs before any discussion of a change of placement for a student.

Step	Action Required	Responsible Party	Evidence/Documentation	Completion Criteria
1. Initial Communication with Parent	Teacher must be in communication with the parent regarding student concerns weeks prior to any placement discussion.	Teacher	Parent contact logs, emails, or conference notes	Ongoing parent communication documented.
2. Communicate Placement Concerns	Teacher must communicate concerns about current placement to the parent and obtain parent permission for observation.	Teacher	Date/Time of parent consent to observation	Parent has granted permission for observation.
3. Notify Case Manager	Teacher must contact the case manager, notifying them of parent communication and the observation request.	Teacher	Email or meeting notes confirming notification	Case manager is informed and aware of the situation.
4. Submit Observation Request	Campus must complete and submit the Observation Request Form and send email to Rebekah or Nichole.	Campus Administrator	Completed Observation Request Form	Form submitted to Rebekah Sellers (Behavior) or Nichole Anderson (Academic).
5. Schedule Observation	Rebekah Sellers (Behavior) or Nichole Anderson (Academic) will schedule a time with the campus to observe the student.	Rebekah or Nichole	Email confirmation of scheduled observation	Observation date/time confirmed.
6. Conduct Observation	Observation is completed in the student's current placement setting.	Rebekah or Nichole	Observation notes	Observation completed.
7. Observation Report and Follow-Up	After observation, Rebekah or Nichole will contact the case manager and campus with an observation report.	Rebekah or Nichole	Observation report shared with team	Report received and reviewed by case manager and campus.

Once all these steps are followed and completed, **in the above order**, then and only then will there be discussion about change of placement for the student.

Important Notes

- Change of placement should **NEVER** be introduced for the **FIRST** time in an ARD meeting.
- All communication and documentation should be archived in the student's file.
- Failure to follow the sequence above delays any placement review process.
- Attach any documentation to support the request for Change of Placement

Signatures:

Teacher: _____ Date: _____

Case Manager: _____ Date: _____

Administrator: _____ Date: _____