

# Change of Placement to NPS (New Referral)



When a School District is considering a change of placement to a non public school



District sends completed NPS referral packet to R.E.S.T. Department Office Specialist II at West End SELPA.



WESELPA School Psychologist and District representative confer to review possible NPS options

- Upon agreement, the district obtains Release of Information forms to the proposed NPS programs.



WESELPA School Psychologist sends a referral to the recommended NPSs.



Upon acceptance at an NPS **and** with the district agreement:

- An NPS representative and WESELPA School Psychologist will be invited to attend IEP Meeting
- In coordination with the Secretary of the WESELPA R.E.S.T. department, **the district will schedule an IEP meeting**



If NPS is offered as FAPE, the NPS representative and WESELPA School Psychologist assists in assuring the IEP is written in accordance with the district's Offer of FAPE, i.e., services, education setting, and goals.



The team can determine if a follow-up IEP is required.

# Interim Placement Referral Process



Referral from a district OUTSIDE of WESELPA

If a student moves into your district boundary from a District outside of WESELPA with an IEP for placement or services in an NPS, a referral is made to the REST Department at WESELPA.

1

New District of Residence (DOR) sends referral packet to WESELPA REST Department. Referral packet to include:

- Referral for Placement Consideration Cover Sheet (WESELPA 014) signed by district director
- Current IEP, including behavior support plan if applicable.
- Current Eligibility Evaluation- Requested specific NPS as appropriate

2

District inputs new demographics, ADOPTS the SEIS transaction, and any needed updated CALPADS information into SEIS.

3

WESELPA Psychologist who oversees NPS will review referral with the District representative

- District will obtain an ROI with the requested NPS
- WESELPA Psychologist who oversees NPS will contact the requested or appropriate NPS to discuss referral for space availability and possible acceptance

4

WESELPA Psychologist who oversees NPS contacts Parent for consultation

- WESELPA Psychologist who oversees NPS completes the interim form in SEIS and forwards for District signature

5

The receiving NPS administrator or designee will coordinate with the parent to complete an NPS intake packet if needed.

6

WESELPA schedules an IEP within 30 days of placement.

# Interim Placement Referral Process

Referral from a district within WESELPA



If a student moves into your district boundary from a District within the WESELPA with an IEP for placement or services in an NPS, a referral is made to the REST Department Office Specialist III at WESELPA.



New District of Residence (DOR) sends referral packet to WESELPA REST Department. Referral packet to include:

- Referral for Placement Consideration Cover Sheet (WESELPA 014) signed by District Director
- Current IEP, including behavior support plan if applicable.
- Current Eligibility Evaluation
- Requested NPS and ROI signed by Ed Rights holder



District inputs new demographics, ADOPTS the SEIS transaction, and any needed updated CALPADS information into SEIS.



WESELPA Psychologist who overees NPS will review the district referral and forwards a referral packet to the recommended NPS **who will determine acceptance**



WESELPA Psychologist who overees NPS contacts Parent for consultation.



The receiving NPS administrator or designee will coordinate with the parent to complete an NPS intake packet if needed.



WESELPA Psychologist who overees NPS consults with LEA representative to determine the need for an interim placement IEP.