



SPECIAL EDUCATION CHANGE OF PLACEMENT PROCEDURE (SPE-P003)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process of changing the placement of Special Education students within Clarksville Montgomery County School System.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 IEP Team

3.0 APPROVAL AUTHORITY:

- 3.1 LEA Representative

4.0 DEFINITIONS:

- 4.1 Change in placement refers to a student on an IEP that has moved to a more restrictive or a less restrictive environment through the IEP team process.

5.0 PROCEDURE:

- 5.1 Any time a change in placement is being considered that will result in a student being moved out of their current school, the principal at the current school must contact the principal of the school where the program being considered is housed.
- 5.2 The principal of the receiving school or his/her designee must be in attendance at the A Team and/or IEP meeting before a change of placement/change of schools is made.
- 5.3 If the principal at the receiving school does not agree with the sending school's proposed change of placement, the sending school should contact their assigned Special Populations Coordinator to schedule an LRE committee review.

6.0 REVISION HISTORY:

Date:	Revision:	Description of Revision:
11/9/10		Initial Release
9/15/20	A	Added item 5.3; formatting changes

***** End of Procedure *****