

**OREGON CITY SCHOOL DISTRICT OUTSIDE PLACEMENT REFERRAL PACKET**

**\*\* PLEASE NOTE: IT IS IMPORTANT TO COMPLETE ALL REQUIRED AREAS OF THIS FORM \*\***

Student: \_\_\_\_\_ D.O.B: \_\_\_\_\_ Grade: \_\_\_\_\_

Referring school: \_\_\_\_\_ Synergy #: \_\_\_\_\_

Counselor/Case Manager: \_\_\_\_\_ Date of referral: \_\_\_\_\_

**Reason for referral:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is the student a general education student?  Yes (Complete section A)  No

Is the student on a 504 Plan?  Yes (Complete sections A and B)  No

Is the student in special education/in the process of a special education evaluation?

Yes (Complete sections A, C and D if applicable)  No

**A. Requested program** (please note/attach additional required documents):

Parenting youth: Due date: \_\_\_\_\_ Ages of child/ren: \_\_\_\_\_

GED program  Parent/student signatures understanding GED program

Small group instruction (reason): \_\_\_\_\_

Home instruction (reason): \_\_\_\_\_

Itinerant teaching (1:1):

Medical  Physician's statement (attached)

Other (reason): \_\_\_\_\_

Expulsion alternative: Date of expulsion: \_\_\_\_\_ Length of expulsion: \_\_\_\_\_

Pending placement at out of district school

Least Restrictive Environment (LRE) placement

Out of district placement

**B. Required documentation for students on a 504 Plan**

Attach copy of 504 Plan - adjusted for new environment as needed

**C. Required documentation for Special Education Students**

Notice of Team Meeting (for placement discussion)

Amended IEP (Adjusted Services Summary; Related Services; Nonparticipation Justification)

Special Education Placement Determination

Meeting Notes (from placement meeting)

Prior Written Notice (outlining changes to the IEP and placement)

Please submit this completed form with attached copies of all required documents to Special Services Placement Coordinator

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**D. Additional documentation for removal of Special Education Students for disciplinary reasons**

- Notice of Team Meeting (*specifying Manifestation Determination*)
- Manifestation Determination
- Meeting Notes (*from Manifestation Determination*)
- Parent/Guardian Consent for Individual Evaluation (*for FBA if behavior was related to student's disability*)
- Current FBA, BSP, or safety plan - if applicable
- Prior Written Notice (*outlining changes due to Manifestation Determination*)

\*\*Does this student need transportation?  Yes  No

**Supports needed for return to a less restrictive environment:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Parent signature** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Referring building administrator:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Special Services approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_