

# ALTERNATIVE EDUCATION REFERRAL PROCESS

## For School Districts

### ALTERNATIVE EDUCATION CONTACTS

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*Please note that a referral does not mean automatic enrollment. Additionally, if it looks like a student might be heading to SARB and has an IEP, please ensure that evaluations and IEP meetings are up to date.*

1. The primary reasons for interest in alternative education (credit recovery needs, truancy, expulsion, disciplinary issues, wanting a smaller school, wanting independent studies, etc.) will be specified.
2. IEP and most recent evaluation
3. Disciplinary records (for expulsion or behavioral concerns, be sure to include a rehabilitation plan)
4. 504 Plan if applicable
5. Transcripts
6. Copy of birth certificate
7. Copy of immunization records
8. Health Care Plans (if applicable)

**PROVISIONS OF RELATED SERVICES NOT AVAILABLE THROUGH SCCOE ALTERNATIVE EDUCATION**

After the intake, if it is determined that SCCOE Alternative Education is an appropriate placement and the student has an IEP, the student's district of residence and/or school of attendance will hold a transition IEP and invite the SCCOE Alternative Education team to the meeting. Following the IEP meeting, the parent will enroll the student in SCCOE Alternative Education, and all records will be transferred from the district of residence or the last school of attendance.

1. If the student's IEP is due within 30 days of enrollment, the last school of attendance will collaborate to ensure that the IEP is held and the paperwork is completed within the timeline.
2. If a student's triennial or initial evaluation is due within sixty days of enrollment (or an initial assessment plan has been offered), the district of residence or last school of attendance will ensure the IEP and evaluation are conducted within the timelines, and all necessary paperwork is completed. SCCOE will collaborate with the district of residence or last school of attendance to ensure timelines are met and delineate responsibilities for completing necessary assessments.

If points 1 or 2 above are in process, the appropriate providers from the district of residence or last school of attendance will be added to the SEIS record.

### WE WILL NEED THE FOLLOWING INFORMATION AND DOCUMENTS

The SCCOE provides special education teachers with mild/moderate credentials, paraprofessional support (not individual), speech and language services, counseling, and school psychologist services at all of its alternative education sites.

Each student's district of residence shall provide any related services required by the student's IEP that are not available through SCCOE.

A representative from the district of residence will be notified prior to the IEP and/or invited to an IEP meeting where services that are not available through the SCCOE Alternative Education are being considered.



**SANTA CRUZ**  
COUNTY OFFICE OF  
**EDUCATION**  
DR. FARIS SABBAH - SUPERINTENDENT OF SCHOOLS

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[santacruzcoe.org/student-services/alternative-education-programs/](https://santacruzcoe.org/student-services/alternative-education-programs/)

