

Glenn County Special Education Local Plan**SELPA Administrative Regulation****Review of Student Assignment at Teacher Request**

A general education and/or special education teacher may request a review of the assignment of an individual with exceptional needs to his or her classroom. The request must be in writing and presented to the school site principal or responsible special education administrative designee. The request will include the following:

- Teacher name
- School site
- Date of request
- Student name, birth date and identified disability
- Statement of request – i.e. to review the appropriateness of the current classroom assignment of the student
- Supporting information – the specific reason(s) for the request

Upon receipt of the written request, the responsible administrator will arrange for a review of the student's assignment. The review will be conducted by the principal or other responsible administrator and at least one other person with expertise in the area of special education, i.e. special education administrator, school psychologist, special education teacher, etc. The review will include, but not be limited to, the following:

- File review
- Classroom observations
- Interviews

Within 30 days of the date of request, the results of the review will be communicated to the requesting teacher. If the review indicates need for a change in the student's placement, instruction, related services, or any combination thereof, the results will be discussed in a meeting of the IEP Team.

Legal Reference:

CALIFORNIA EDUCATION CODE

EC Section 56195.8