

**Guidance Document for  
Host Districts/School Sites of SELPA Regional Program/Services**

**June 2017**

This document serves as a companion document for districts/schools hosting regional services/programs when students are identified through the IEP process to be served in a regional program.

All placement decisions are made through the IEP process.

Due to the size of the Glenn County SELPA, in order to provide a full continuum of services to all students eligible for Special Education, regional classes are placed at various school campuses.

If during the placement process the parent requests to visit the regional program, the Program Specialist will contact the site administrator and appropriate staff to schedule and arrange the visit. The Program Specialist must accompany the parent on the visit. The Special Education Director will communicate with the district administrator in order to keep them informed regarding the visit.

Once a Regional placement decision has been made by the IEP team, the Special Education Director or Program Specialist will schedule an IEP meeting to confirm a start date, transportation, if specialized transportation is necessary as well as any support information and resources. The receiving site administrator will be invited to the IEP meetings.

Students are to be enrolled in the school of attendance – this is done through a secondary identification field in CALPADS. The SELPA Data Analyst is available to assist the district of attendance CALPADS data person with the process.

Students are to participate in free and reduced lunch program if applicable.

Cum files are to be kept in the school of attendance office with other student cum files

Parents and students are to be included on school of attendance school communication lists including emergency packets.