



ADMINISTRATIVE PROCEDURE

SPECIAL EDUCATION - SIBLING ENROLLMENT

5110.4

Procedure No.

August 27, 2004

Date

- I. **PURPOSE:** To provide procedures to allow a sibling of a student who has been moved to a separate special education class at a location other than that serving students residing at the home address to transfer to the same location.
- II. **BACKGROUND:** When a special education student is moved to a separate class at a location different from the one serving siblings residing at the home address, it may cause a hardship for the family. In such cases, transfer of a sibling(s) to the same location may be appropriate.
- III. **POLICY:** The Chief Executive Officer may approve the transfer of students who have siblings assigned to a self-contained special education program class at a location other than that serving comprehensive students residing at the home address; such transfers are subject to the availability of space. Transportation may be provided on the existing special education bus if space is available, so long as the special education student is eligible for assignment to that bus.
(Board Policy 5110.4)
- IV. **PROCEDURES:** The following procedures will be followed for considering the transfer of a sibling(s) of a special education student who has been moved to a separate special education class at a location other than that serving students residing at the home address to transfer to the same location:
 - A. Parents must complete and submit a Student Transfer Request Form to the Office of Student Transfers. This Office will follow all school system policies and procedures in determining and notifying parents and involved schools of the decision. This decision will be made in consultation with the principals of the schools involved, the Department of Transportation, and the Office of Pupil Accounting and School Boundaries.
 - B. The request should be submitted by June 1, prior to the school year for which the initial request is made.
 - C. Limited sibling transfer requests may be approved after September 30 of the current school year, based on space availability in the school and on the bus.
 - D. If the special education student leaves the school, the sibling would either return to the regularly assigned school, or the family may request a transfer to the new school where the special education student attends. This decision will be made in consultation with the principals of the schools involved, the Department of Transportation, and the Department of Pupil Accounting and School Boundaries.



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- V. **RELATED PROCEDURES:** Administrative Procedure 5110.3, Student Transfers
- VI. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** This Administrative Procedure originates with the Department of Special Education and the Department of Pupil Accounting and School Boundaries and will be updated as necessary.
- VII. **CANCELLATIONS AND SUPERSEDURES:** None. This is a new Administrative Procedure.
- VIII. **EFFECTIVE DATE:** August 27, 2004.

Approved by:

André J. Hornsby
Chief Executive Officer

Distribution: Lists 1, 2, 3, 4, 5, 6, 10, 11, 12, and 13