**Zumbro Education District**

2002 Mantorville Ave N

Kasson, MN 55944

Ph: 507-634-2037 Fax: 507-634-2040

Website: [www.zumbroed.org](http://www.zumbroed.org)

## Process for Serving Nonresident Students Receiving Special Education Services

**Definitions:**

|  |  |
| --- | --- |
| *Enrollment Option Open Enrollment (01)* | *Tuition Agreement District Placement (19)* |
| * The student or family chooses another district.
 | * The student attends another district because the resident district cannot provide services for the student as determined by the IEP team.
 |
| * General education revenue goes to the district where the student is attending.
 | * General education revenue goes to the resident district.
 |
| * Resident district is relieved of all transportation responsibilities and cannot be billed for any transportation services regardless if the student has disabilities. The enrolling district is required to provide transportation within the attendance area of the school that the student attends. The attending district is considered the transporting district for the purposes of transportation coding.
 | * Transportation is provided by the resident district. The resident district is considered the transporting district for purposes of transportation coding.
 |
| * Special education tuition agreement is sent to resident district.
 | * Special education tuition agreement is sent to the resident district.
 |
| * Excess costs are billed to the resident district.
 | * Education costs are billed to the resident district by Minnesota Department of Education.
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**Note:**

**Steps to Enroll:**

Please follow these steps when seeking placement of nonresident students in the Zumbro Education District.

*Enrollment Options Open Enrollment (01)*

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| --- | --- | --- |
|  | *Action* | *Person Responsible* |
| [ ]  | 1. *Application for Enrollment School District Enrollment Options Program* is completed and turned in to the office of the superintendent ZED Schools.
 | * Parent
 |
| [ ]  | 1. The office of the Superintendent for ZED Schools processes the application.
2. The Special Education Coordinator is consulted to verify SAC status 01 is appropriate (see definition above) through consultation with the Director of Special Education of the respective school district.
3. The Superintendent approves or disapproves the application. If application is approved and student will receive special services, a copy of the application is sent to the respective person designated by the district.
 | * Superintendent office
* Special Education Coordinator
 |
| [ ]  | 1. Enrollment paperwork is completed and records are requested
 | * Parent
* Designated Administrative Support Staff
 |
| [ ]  | 1. Special Education Coordinator is notified of student enrollment and current IEP and evaluation report are shared
 | * Building Administrator or Designated Administrative Support Staff
 |
| [ ]  | 1. Special Education Coordinator works with appropriate building administration to determine least restrictive environment for the student and assign case management.
 | * Building Administration
* Special Education Coordinator
 |
| [ ]  | 1. The IEP is accepted or rejected by the district further action is required to meet MN Rule. See Charles Long Memo.
 | * Assigned Case Manager
* Special Education Coordinator
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*Tuition Agreement District Placement (19)*

|  |  |  |
| --- | --- | --- |
|  | *Action* | *Person Responsible* |
| [ ]  | 1. The Special Education Coordinators / Director from the district seeking placement contacts the ZED Member district Special Education Coordinator to discuss student needs.
 | * Director / Special Education Coordinator from the district seeking placement
 |
| [ ]  | 1. Special Education Coordinators / district administrators consult with appropriate special education teaching staff to determine if the student needs can be met within district services.
 | * Special Educaiton coordinators / District Administration
 |
| [ ]  | 1. The district Special Education Coordinator contacts the Director / Special Education Coordinator of the district seeking placement with decision.
 | * Special Education Coordinator
 |
| [ ]  | 1. An IEP team meeting is arranged in the seeking district. The Special Education Coordinator attends to discuss student needs and placement.
 | * Special Education Coordinator from the district seeking placement
 |
| [ ]  | 1. If the IEP team determines placement is appropriate, a site visit is arranged for the IEP team from the district seeking placement.
 | * Special Education Coordinator
 |
| [ ]  | 1. After the site visit, if the IEP team determines placement is appropriate an IEP team meeting to include the team from the seeking district and the sending district will be arranged to plan the student’s transition including addressing due process components.
 | * Special Education Coordinator
 |
| [ ]  | 1. The IEP is updated, enrollment paperwork is completed and the special education is notified of the student’s enrollment.
 | * Case manager
* Special Education Coordinator
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