

Special Education “*Change of Placement*” Checklist

A decision to change the placement of a special education student for disciplinary reasons requires the School to hold an IEP Team meeting within 10 school days of making that decision. At that meeting, the Team must undertake a Manifestation Determination, review or develop a Behavior Intervention Plan, and meet a number of other special education requirements.

School Administrators (not the IEP Team) decide when student disciplinary removals amount to a Change of Placement!

In order to be a change of placement, one of the following two standards must be met:

1. The child is removed from school for disciplinary reasons for more than 10 consecutive school days in a row.

- Yes
- No

OR

*2. There is a series of removals that constitute a “pattern.” There is a pattern of disciplinary removals when **all** of the following are met:*

A. Does the series of removals total more than 10 cumulative school days in the school year?

- Yes
- No

B. Is the series of disciplinary removals for behaviors that are substantially similar to each other.

- Yes
- No

AND

C. Considering only those removals that are substantially similar in nature and that total more than 10 cumulative school days in the school year, are there additional factors that would make these removals a change of placement, such as the length of each removal, the total removal time, and the proximity in time of those removals? **Tip: The longer the total number of days and the closer they are in proximity, the more likely it would be a change of placement.**

- Yes
- No