

Decision-Making Process for Self-Contained Classes

Office of Special Education Services



- An internal placement review meeting is convened when a student may need a self-contained program for special education services
- Campus based staff, Program Specialist, LSSP, Evaluation Specialist review FIE, ARD/IEP, and current data
- Outcome of review can be recommendation for change of placement or additional interventions to be implemented at the current campus



- If change in placement is recommended, location is identified as follows:
- Program Specialist checks student's home address and reviews map of nearby campuses that provide the specified program
- Program Specialist investigates the number of students and staff: student ratio
- Recommended placement is the program closest to the student's home with space available



- Program Specialist of the sending school sends placement notification to the Program Specialist of the receiving campus
- Program Specialist of the receiving campus will contact the Principal and Special Education Department Chairperson of the receiving campus to discuss placement



- ARD/IEP committee is convened at the sending campus with receiving campus in attendance.
- Sending campus completes ARD/IEP documentation and request transportation if indicated in the IEP



- Parent enrolls student at receiving campus with needed documentation for enrollment
- To enroll students in a non-zoned campus:
 1. Campus registrar emails Studenttransfer@houstonisd.org and include school name in the subject line of the email
 2. Send student name and ID number in the body of the email
 3. Student will be released to be enrolled at new campus
 4. An application for student transfer is not needed when a student is placed at non-zoned campus by the ARD/IEP committee