

Guide to Requesting an Out-of-District Placement

The process of securing an out-of-district (OOD) placement involves multiple steps, some of which move quickly, while others take time. The IEP team plays a central role, and individuals working with the child—both inside and outside the school—should be involved. This is just a road map and not always the path for all students and caregivers

Roadmap for OOD

Gather Key Documents

- Collect the child's **IEP, progress reports, and incident reports**.

Obtain an Updated Neuropsychological Evaluation

- Ensure it is completed within **15–18 months** for the most relevant data.

Request a Functional Behavioral Assessment (FBA) (If Needed)

- A **neutral, third-party professional** should conduct this, not just school staff.

Conduct Classroom Observations

- With an **independent professional**

Request and Review School Records

- Look for gaps in **services, discipline records, and educational progress**.

Assess Current Placement

- Determine if the child's needs are being met in **inclusion or sub-separate settings**.
- *I can provide recommendations for alternative programs.*

Request an IEP Team Meeting

- This meeting will **review progress and introduce the need for outplacement**.
- Be prepared for **multiple meetings**.

Document All School Responses

- Take notes during the meeting.
- Follow up with an **email summary** after any in-person or phone discussions.

Consult with an Advocate or Attorney

- Over **90% of cases** benefit from legal guidance.
- Some parents navigate this themselves, but it **requires effort and preparation**.

Request an Independent Educational Evaluation (IEE) (If Needed)

- Consider requesting an **Extended Evaluation at a district placement** to gather more data.

Research Potential Out-of-District Programs

- Look into **specialized schools and placements** that fit your child's needs.

Propose Out-of-District Placement at the IEP Meeting

- Present data supporting the **need for a more appropriate setting**.

Consider Mediation If the School Denies the Request

- Mediation is **optional**, and both parties must agree to participate.
- **Facilitated IEP meetings** are another option but are also voluntary.

File for a Due Process Hearing (If Mediation Fails)

- This step is necessary if **no agreement is reached**.

Maintain Thorough Documentation

- **Save all emails, meeting notes, and reports** related to the case.

File Complaints If Necessary

- **Problem Resolution System (PRS)** complaints take **9–12 months** to process.
- **Office for Civil Rights (OCR)** complaints can be filed for **non-compliance issues**.

Include Expert Testimony (If Needed)

- Experts (evaluators, therapists, etc.) can support your case in hearings.

Final Thoughts

Each case is unique, and while some steps move quickly, others require patience. Let me know if you have questions or need specific resources, sample letters, or recommendations email AskAdvocacy@gmail.com