Monterey County Special Education Local Plan Area

Request for Program Transfer – Program Report

A preliminary notice of intent has been received from your LEA indicating that you are proposing to transfer operation of a special education program from one LEA to another. In order to determine whether this proposed program transfer is appropriate it is necessary for you to complete and submit this program report.

A. Program

1. Describe the program being proposed for transfer (include type of program, the curriculum and instruction, the current operator, and the proposed operator):

   Is the program currently regional?

   ☐ Yes ☐ No

2. If the program is currently regional, will the proposed receiving district continue to operate it as a regional program?

   ☐ Yes ☐ No (complete items a and b below)

   a. Which LEAs will be affected?

   b. Will the proposed receiving district allow current non-district students to remain in the program?

      ☐ Yes ☐ No

   Note: Current LEA of operation and LEA of residence must follow procedure identified in Procedural Handbook to move students to alternative appropriate placements, if needed.

3. Does the proposed receiving district plan to change student groupings (i.e., clustered by age range, disability, specific student needs, etc.)?

   ☐ Yes ☐ No

   If "Yes", describe proposed changes and explain how those changes will be appropriate for meeting the needs of the students.

4. Will any outside service contracts be needed in order to implement IEPs?

☐ Yes ☐ No

If "Yes", describe needed contracts.

5. What specialized needs (e.g., health care plans, adaptive equipment, and behavior plans) are required for students involved in this proposed program transfer?

   How will specialized needs be met?

6. Do any students involved in this program transfer require community-based instruction?

   ☐ Yes ☐ No

   If "Yes", how will community-based activities be provided?

7. Do any students involved in this program transfer require services provided away from campus (e.g., CCS-MTU)?

   ☐ Yes ☐ No

   If "Yes", how will services away from campus be provided?

8. What options will be available if a student's parents don't consent to the change in program operator?

B. Personnel

1. What are the current staffing levels including administrators, teachers, related service providers, instructional assistants, office staff, custodians, bus drivers, etc?

2. Is there any plan to change the current staffing levels?

☐ Yes ☐ No

If "Yes", describe and explain how those changes will be appropriate for meeting the needs of the students.

3. Are there any positions required to serve students involved in this program that the district does not currently have a job description for?

☐ Yes ☐ No

If "Yes", specify the position(s) and describe the process and timeline for developing and approving the needed job description(s).

C. Facilities

1. What is the current location of the program being proposed for transfer (include school, address, room number)?

2. Will the program being proposed remain in the current location?

☐ Yes ☐ No

If "No", identify the new location and explain how that location is appropriate.

3. Does the proposal include a transfer of the current facilities to the receiving LEA?

☐ Yes ☐ No

If "Yes", specify the facility and identify any complicating factors (e.g., current operator does not yet have title to facility and is still making payments).

4. Will any facilities need to be built, purchased, leased, or re-located?

☐ Yes ☐ No

If "Yes", provide explanation

5. How will required utilities be provided (i.e., gas, electricity, telephone, internet access, etc.)?

   ☐ Through Lease Agreement ☐ Initial Set-Up

   ☐ Other:

D. Materials, Supplies, and Equipment

1. Are there any materials, supplies and equipment that may not be transferred with the program that will need to be purchased in order to effectively operate this program?

   ☐ Yes ☐ No

   If "Yes", provide explanation

2. What consumables will be needed to ensure that the program proposed for transfer will be fully equipped (e.g., latex gloves, bus passes, paper, bottled water)?

E. Transportation

1. Will any vans, or other vehicles used for instruction be transferred from the current program operator?

   ☐ Yes ☐ No

   If "Yes", specify which van or other vehicle.

2. Is transportation for community-based instruction and other off-campus activities required to meet IEPs?

   ☐ Yes ☐ No

   If "Yes", explain how transportation will be provided.

3. How will special health and behavioral needs be addressed during transportation?

H. Professional Development

1. How will transferring staff be trained regarding your district's policies and procedures? (Include anticipated activities and dates)

2. How will staff members assigned to the site where the district proposes to locate the transferred program be prepared to receive students with special needs?

3. How will general education administrators be trained regarding their responsibilities and the appropriate expectations for programs that serve students with severe needs?

I. Parent Awareness/IEPs/Records

1. How will parents be included in the program transfer planning? (Include specific activities and anticipated dates)

Note: You will be required to present the proposed program transfer to the Community Advisory Committee (CAC) no later than December 10th of the preparation year.

2. How will parents be notified of the program transfer if it is approved?

Note: You will be required to amend the IEP of each student affected by the program transfer prior to the end of the current school year.

3. How will the transfer of student records occur?