

Saint Paul Area Learning Center

Procedure for Referring *Special Education Students* to an ALC programs

If a student has been out of school for less than 90 days, he/she must return to his/her last school of enrollment where the Case Manager should follow the steps 1 through 3 that are outlined below.

If a student has been out of school for 90 or more days, or is coming from **outside the District**, the student must go to, or call the **STUDENT PLACEMENT CENTER**. The Student Placement Center staff (along with Special Ed Resource Staff - Larry Manchester) will determine an appropriate school based on the student's needs. Student Placement Center: (651) 632-3700 / 2102 University Ave. W. / 8 a.m. to 4:30 p.m. / Monday through Friday.

If the student is currently enrolled and is receiving Special Education Services at a St. Paul Public Schools Senior High School, the following events must occur before the student can be placed at one of the Area Learning Center Programs:

1. SET UP AN IEP MEETING AT SENDING SCHOOL

The Case Manager of the sending school must set up an IEP meeting to explore placement issues.

- CONTACT THE SPECIAL EDUCATION OFFICE

A Special Education Resource person must be asked to attend this IEP meeting since he/she would help the team determine the best placement option for the student based on his/her needs. Please contact one of the following individuals:

LD Students:	Matt Boyle	293-8923	ext. 104
EBD Students:	Britt Campbell	293-8923	ext. 130
DCD Students:	Kathy Klonecki	293-8923	ext. 154
Autism:	Carol Aasen	293-8923	ext. 127

- CONTACT AN ALC REPRESENTATIVE

An ALC representative should be asked to attend this IEP meeting such as one of the ALC Social Workers, one of the ALC Case Managers, or an ALC Administrator. See phone numbers for specific ALC programs at the bottom of this page.

- CONTACT COUNSELOR

The Guidance Counselor from the student's referring school should also be a part of the IEP meeting that involves looking at alternative placements.

2. SETUP INTAKE MEETING AT RECEIVING SCHOOL

If the result of the IEP meeting is that one of the ALC programs would be an appropriate fit for a special education student, then an intake meeting should be set up at the appropriate ALC program. The student must bring a referral form from his/her School Counselor to help determine remaining credits.

3. COMPLETE AN ALC SPECIAL EDUCATION REFERRAL FORM

AGAPE 651- 228-7746 ♦ Creative Arts High School 651-292-3480 ♦ Community Learning Program/Project LEAD 651-312-9096

Evening High School 651- 744-1212 ♦ Gateway 651-221-1302 ♦ Gordon Parks High School 651-744-1212