

Articulation Process
Elementary to Receiving Middle School
Middle School to Receiving High School

Sending School District/LEA Will:

From **January 15** through **January 31** the feeder School District/LEA (to include charter schools) will send a list of 6th and/or 8th grade students to the Receiving School District/LEA Special Services Director/Designee.

There must be three lists - one for SDC Programs, one for RSP/Academic Support Center and one for NPS students.

The Receiving School District/LEA Special Services Director/Designee will review the lists and assign the students to their appropriate Middle or High School and Special Services Program.

Receiving School District/LEA Will:

No later than **March 1**, the Receiving School District/LEA Special Services Director/Designee will communicate with the Sending School District/LEA Special Services Director/Designee in order to confirm the list of students who matriculate to the Middle or High School.

The Sending School District/LEA Special Services Director or Designee will contact the Receiving School District/LEA Special Services Director or Designee and Psychologist/ Counselor to develop a calendar for articulation meetings. The Receiving School District/LEA Special Services Director or Designee will send a copy of the meeting calendar to the Sending School District/LEA Psychologists, Principals, Counselors and Case Carriers. The Sending School District/LEA Case Carrier will contact parents via Notice of IEP meeting.

Invitees:

- Potential Receiving School District/LEA Case Carrier
- Receiving School District/LEA Principal and Counselor
- Receiving School District/LEA Psychologist
- Sending School District/LEA Psychologist
- Sending School District/LEA Case Carrier or Department Chair
- Special Services Directors or Designees

Documents for Articulation Meeting:

- IEP- Form 1 with current demographic information
- IEP Forms 5a and 5b, including Accommodations/Modifications, Notes page - Form 7 Signature page - Form 6
- Registration information
- School Calendar listing events, if available
- Current IEP

At the **end of May but no later than June 15** the “student confidential special education” files will be placed in sealed envelopes or boxes in alphabetical order and are sent to the Receiving School District/LEA Special Services Department, Attention: Special Services Director or Designee.

In **July**, the Receiving School District/LEA will send student roster to transportation.