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.