

ECSE Checklist for Out of District Students

San Diego Unified School District as the District of Residence (DOR), is obligated to make Free an Appropriate Public Education (FAPE) available to all eligible children with disabilities aged 3-22 (34 C.F.R. 300.101). Therefore, students aged 3-5 with an IEP must attend school regularly in order for the district to meet the requirements of IDEA.

- Contact parent as soon as possible and initiate enrollment process.
- Assign student to Case Manager
- Notify ECSE office to inform of the case manager assigned, session assignment, and verification of enrollment completion.
- Complete and submit F-12 if transportation is a related service, indicate to parent that it will take 3 weeks for transportation to start. If parent moves or has a different drop off/pick-up address, be sure to check address in school finder to ensure that address is in same High School Cluster. School Finder website is: <https://www.sandiegounified.org/schoolfinder>. If address is not in same High School Cluster, contact ECSE-assignments@sandi.net for new school placement.
- Complete Interim IEP the day of enrollment if out of district
 - Once student has enrolled and is active in the IEP system, the Case Manager needs to complete the Interim IEP on first day of student attendance.
 - An interim placement cannot exceed 30 days in length, a new IEP must be developed by the 30th day, there are no exceptions.
 - Interim Placement**
 - The services provided to the student on the Interim IEP must be the same as on the out of district IEP, except in the case where we do not offer that level of service as a district. Example: Out of district IEP states, 5 days of school per week, 5 hours per day. As a district we offer 4 days per week, 3 hours per day.
 - Open a new packet in IEP System and select Interim Placement

- Enter student information including: Name, DOB, date of interim placement, date of initial placement in Special Education per out of district IEP, date of Initial IEP or Tri-annual Review per out of district IEP, and prior district, etc.
 - Services Section-Enter current services per out of district IEP.
 - Primary Disability: enter same as indicated on out of district IEP
- If out of district IEP indicates Developmental Delay, choose the most closely related Disability available in our IEP system.