



## Change of Placement from High School to TRACE

Moving a student from a school campus to a community setting for special education services constitutes a significant change in placement and requires a Transdisciplinary Team assessment. Best practice is for the student to complete a “senior” year and participate in senior activities with peers. Additionally, the student must be 18 years old by December 1 of the TRACE enrollment year.

Triennial event is due in the student’s senior year:

### **You will need to complete a Triennial evaluation and Annual IEP as follows:**

- Assessment Plan required.
- “Records Review” only does not require consent but Parent/Adult Student must be notified via an assessment plan. If you chose to perform any other type of assessment you must get consent.
- If you do not receive consent for a **Records Review only** assessment plan you may still proceed as follows: 1) Lock the event with parent consent stating the child will be made available. 2) In the signature box write that “No consent is required”.
- Follow SEAS event directions for triennial review.
- Include the TRACE evaluation report template (available from school psych) as PART of the team’s Triennial Assessment Report and attach under attachments in IEP.
- Invite a representative from TRACE to the IEP
- Include goals that reflect student’s post- secondary outcomes
- Write services with start/end dates for both high school and for TRACE (Two-in-one allowed in SEAS). High school services end the day before the start of a new school year, NOT the last day of high school.
- After locking the IEP with consent, forward a copy of the IEP to the TRACE registrar Ballard Center via district mail.
- Maintain a copy of the IEP in student’s container/cumulative file.
- Do not Exit the student in SEAS, if you have consent for the student to enroll in TRACE.

When the Triennial event is not due in student’s senior year:

### **You will need to complete an Annual as follows:**

- Student must be 18 years old by December 1 of the TRACE enrollment year
- Develop a Supplemental Assessment Plan.
- “Records Review” only does not require consent but Parent/Adult Student must be notified via an assessment plan. If you chose to perform any other type of assessment you must get consent.
- If you do not receive consent for a **Records Review only** assessment plan you may still proceed as follows: 1) Lock the event with parent consent stating the child will be made available. 2) In the signature box write that “No consent is required”.
- Develop annual IEP
- Include the TRACE evaluation report (template available from school psych). This is your change of placement assessment report. Attach under attachments in IEP.
- Invite a representative from TRACE to the IEP.
- Be sure to include goals that reflect student’s post-secondary outcomes.
- Write services with start/end dates for both high school and for TRACE. (Two-in-one allowed in SEAS). High school services end the day before the start of a new school year, NOT the last day of high school.
- After locking the IEP with consent, forward a copy of the IEP to the TRACE registrar Ballard Center via district mail.
- Maintain a copy of the IEP in student’s container/cumulative file.
- Do not Exit the student in SEAS, if you have consent for the student to enroll in TRACE.