

## 5.6: PLACEMENT AND PROGRAMS – PreK-12 Riser Process

Introduction: The purpose of the riser process is to determine placement for students who are transitioning from one schooling level to the next. In these cases, students' special education placement changes by default and must be considered by their IEP team. This group of students is referred to as risers, and includes students transitioning from:

- Preschool to Kindergarten,
- fifth to sixth grade,
- eighth to ninth grade,
- twelfth grade to transition.

As a general school assignment rule, risers will be assigned to their neighborhood schools. If the neighborhood school does not have the services required by a student's IEP, the student will be assigned to a district school that has capacity to do so, with proximity/neighborhood school pathway a considering factor.

PROCEDURES	FORMS	RESPONSIBILITY	TIMELINE	RESOURCES
1. Each IEP Case Manager identifies all risers on his/her caseload and begins to monitor progress toward IEP goals and in the general education curriculum (if applicable).	IEP Online Caseload Report, Student Data, Progress Reports	IEP Case Manager	Within the first month of school	<a href="#">How To Run IE Online Caseload Reports</a>
2. Special Education Central Office sends list of rising students to respective case managers. This list has columns specifying students' current and projected service models, and IEP team recommendation. Case Managers review the list for accuracy and note any changes in student enrollment.	IEP Caseload Report, List of Rising Students	Central Office Staff, IEP Case Manager	8 weeks before Open Enrollment (in Feb/Mar)	<a href="#">SPS Enrollment Page</a>
3. The IEP Team, in collaboration with the special education program specialist, determine which students should remain in their current service model and which should be recommended for a change in service model for the following school year. <ol style="list-style-type: none"> <li>If the student will remain in the same service model - check 'Y' in the recommendation column.</li> <li>If the recommendation is that the service model is changed* - check 'N' in the recommendation column along with the recommended service model and follow change of placement process</li> </ol>	Student Data, List of Rising Students	IEP Case Manager in collaboration with IEP team	6 weeks before Open Enrollment	
4. Case Managers return the list to their respective Program Specialists.		Case Manager	Enrollment	

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<p>5. Case Managers encourage parents to attend open houses/tours of schools (Open Enrollment occurs in February and/or March).</p> <p>6. Case Managers complete the Riser Data Sheet and return it to their respective Program Specialist.</p> <p>7. Receiving case managers will have access to IEP files through IEP Online for educational planning.</p> <p>8. Case Managers reach out to receiving school to share information about rising students, as appropriate.</p>	<p>District Publications</p> <p>Riser Data Sheet</p> <p>Student Files</p>	<p>IEP Case Manager</p> <p>IEP Case Manager, Program Specialist</p> <p>IEP Case Manager</p>	<p>District Open Enrollment Dates</p> <p>Within 2 weeks of Open Enrollment close</p> <p>By May 1</p> <p>By Last Day of school</p>	<p>Riser Data Sheet</p>

Effective Date: 9/1/2022