

**PROGRAMS FOR STUDENTS WITH DISABILITIES REGULATION**

*Referrals*

1. Referrals of students for possible placement into BOCES classes will be made by the local district Committee on Special Education (CSE) to the BOCES Director of Special Education.
2. Prior to placement, the following documents must be submitted by the referring school district:
  - a. CSE-generated, Board of Education approved, IEP;
  - b. medical evaluation;
  - c. psychological evaluation (except when a school psychologist determines after an assessment of the student that further evaluation is unnecessary);
  - d. social history;
  - e. related services assessment, as appropriate; and
  - f. any other pertinent evaluations that are needed.
3. No student will be placed in a BOCES special education class until all the documents listed in item #2 have been received and the Director of Special Education or designee has approved the placement.
4. No student is to be dropped from a BOCES class without approval from the BOCES office and there are to be no transfers of students from one BOCES program to another BOCES program without prior approval from the Director of Special Education in conjunction with the component school CSE recommendation and the Board of Education's approval.
5. Any student who is no longer appropriate for a BOCES program will be referred back to the component school CSE for appropriate placement. Students graduating or aging out of the program will have all appropriate information relayed to the CSE and local Guidance Office, if appropriate, in accordance with the Commissioner's regulations.
6. It is the responsibility of the classroom teacher to coordinate the development of IEPs. Any change in program or significant change in IEP, must be approved by the Administrator or the Director of Special Education.