


ANCHORAGE SCHOOL DISTRICT
ANCHORAGE, ALASKA

MEMORANDUM

OCTOBER 13, 2007

TO: Carol Comeau, Superintendent
Rhonda Gardner, Assistant Superintendent, Instruction
Mike Henry, Executive Director, High School Education
Patricia McRae, Executive Director, Elementary Education
Leslie Vandergaw, Executive Director, Middle School Education
Dana Dugdale, Director, E.C.E. Special Education
Cindy Anderson, Director Secondary Special Education
School Principals

FROM: Jerry Sjolander, Executive Director, Special Education 

SUBJECT: Referrals to ASSDHH Program and Coordination with Student's LEA

The Anchorage School District administers the Alaska State School for the Deaf and Hard of Hearing pursuant to a service contract with the State of Alaska Department of Education and Early Development.

Referrals from parents or community service providers for children to be placed in this specialized program must follow the referral process set forth below:

1. All parents or community service providers who wish to refer a student for evaluation for special education begin the referral process with the school district within which the student's parents reside.
2. Referral procedures in each school district may vary, but each must comply with the State of Alaska Special Education Handbook.
3. Once a student is determined by their resident school district to be eligible for special education services and an IEP has been completed, the home district team and parent will determine whether a representative of ASSDHH need participate in a placement team meeting for the student.
4. Annually, ASSDHH and student's parents will review a student's IEP. At the annual review, a representative of the student's LEA must be invited to participate to ensure that the student's educational needs and the **least restrictive environment** are appropriately considered.

Questions about referrals to and special education services provided by ASSDHH can be addressed to the ASSDHH Supervisor at 742-4243.