


ANCHORAGE SCHOOL DISTRICT  
ANCHORAGE, ALASKA

MEMORANDUM

OCTOBER 27, 2006

TO: SPECIAL EDUCATION AND RELATED SERVICES  
ADMINISTRATORS, STAFF AND TEACHERS

FROM:  JERRY SJOLANDER, EXECUTIVE DIRECTOR  
SPECIAL EDUCATION

SUBJECT: PROVISION OF SPECIAL EDUCATION SERVICES TO  
STUDENTS ADMITTED TO NORTH STAR HOSPITAL

The School District has agreed to implement the following procedures regarding ASD special education students who are admitted as patients at North Star Hospital:

- a) Provide Written Notice ~ Once an ASD special education student is admitted to North Star Hospital, and ASD North Star staff have received a signed release of information, the ASD North Star staff will notify the student's home school (via phone) regarding the student's admission within 1 school day of receiving the signed release.
- b) Invitation to Meeting ~ District staff at the student's home school will send a meeting invitation to the parents or surrogate parents within three school days after notification for the purpose of convening an IEP meeting to discuss educational services for the student during his or her stay at North Star.
- c) IEP Meeting ~ within seven school days after notification, the IEP team will meet to discuss what educational services will be provided for the student during his or her stay at North Star.
  - i. The IEP team shall invite appropriate North Star staff to attend this IEP meeting.
  - ii. The IEP team may meet via conference call and document the meeting and all decisions on a Prior Written Notice.

- d) Subsequent IEP Meeting ~ Within 1 school day after ASD North Star staff receives notice of a potential discharge date, ASD staff at North Star will notify (by phone) the student's home school for the purpose of planning an IEP meeting.
- i. Within 7 school days after the student returns to his or her home school, the home school IEP team will convene to consider whether modifications of the student's IEP are appropriate, and, if so, to make those modifications.
  - ii. The IEP team may meet via conference call and document the meeting as an Amendment to the student's IEP and document all decisions on a Prior Written Notice.
  - iii. If a parent discharges a student "against medical advice" and therefore there is insufficient time to notify the home school of an impending discharge, ASD North Star staff will notify the home school within one school day of learning of the student's discharge.

If a student is a special education eligible student with an Out of District IEP, ASD North Star staff will notify the home district within 5 school days of admission and receipt of the signed release and will follow all of the above procedures for students with Out of District IEPs, including enrollment in ASD after the student has been at North Star for more than 10 school days.