



Non-Disciplinary (Voluntary) Assignments

All recommendations for Non-Disciplinary Assignments are to be vetted with the Region Superintendent or designee. It is expected that interventions will have been utilized and documented.

The procedures below provide guidance.

General Education

1. Obtain Region approval and document it on FM 6560.
2. Attach an R4 to a SCM in the Student Case Management System (SCMS).
3. Conduct a SST and enter the information of the PF16 screen of ISIS.
4. Check for truancy issues and address as appropriate.
5. Have the parent sign page 2 of FM 6560 (08-16) and give a copy of page 2 to the parent.
6. Submit the completed FM 6560 (08-16) to altd@dadeschools.net.
7. Provide evidence of the BIP in the SCMS with a BI code. (If requested)
8. Scan and e-mail page 1 of BIP to altd@dadeschools.net. (If requested)

Special Education (SPED)

1. Obtain Region approval and document it on FM 6560.
2. Attach an R4 to a SCM in the Student Case Management System (SCMS).
3. Check for truancy issues and address as appropriate.
4. Have the parent sign page 2 of FM 6560 (08-16) and give a copy of page 2 to the parent.
5. Submit the completed FM 6560 (08-16) to altd@dadeschools.net.
6. Convene an Individualized Education Plan (IEP) meeting chaired by a SPED Center Placement Specialist with a representative from the Division of Educational Opportunity and Access in attendance.
7. Scan and e-mail page one of the IEP to altd@dadeschools.net.

Gifted

1. Obtain Region approval and document it on FM 6560.
2. Attach an R4 to a SCM in the Student Case Management System (SCMS).
3. Check for truancy issues and address as appropriate.
4. Have the parent sign page 2 of FM 6560 (08-16) and give a copy of page 2 to the parent.
5. Submit the completed FM 6560 (08-16) to altd@dadeschools.net.
6. Convene an Educational Plan (EP) meeting chaired by a SPED Center Placement Specialist with a representative from the Division of Educational Opportunity and Access in attendance.
7. Scan and e-mail page one and the signature page of the EP to altd@dadeschools.net.



MIAMI-DADE COUNTY PUBLIC SCHOOLS

REQUEST FOR NON-DISCIPLINARY ASSIGNMENT TO OPPORTUNITY SCHOOL

(Please complete both sides of this form in order for your request to be processed)

Date: [Click here to enter a date.](#)

School Name _____ Work Location # _____

Student Name _____ ID# _____ Grade _____

Student Address (including zip code) _____

Parent's Name _____ Parent's Telephone Number _____

Student's Date of Birth _____ SCM# for Referral Action _____

SWD Y N Section 504 Y N GIFTED Y N SEX F M ETH _____

Reason for referral (INCLUDE STRATEGIES UTILIZED): _____

Date of Region approval: [Click here to enter a date.](#)

Name of Region Superintendent/Designee giving approval: _____

Date of conference with parent re: recommendation: [Click here to enter a date.](#)

Please note the following:

- *A Behavior Intervention Plan (BIP) may be requested in order to process this request.*
- *Students must complete a minimum of two successful grading periods at the alternative school in order to be considered for return to regular school.*
- *Requests for non-disciplinary assignments will **NOT** be processed during the fourth grading period of the school year.*



MIAMI-DADE COUNTY PUBLIC SCHOOLS

REQUEST FOR NON-DISCIPLINARY ASSIGNMENT TO OPPORTUNITY SCHOOL

WRITTEN PARENTAL PERMISSION

I acknowledge that I have participated in my child's performance assessment review in this school and request a transfer to an Opportunity School Program which may better serve my child's needs. I understand that if School Operations/Division of Educational Opportunity and Access accepts my child, it is expected that my child will comply with all School Board rules and regulations. **Additionally, my child must complete a minimum of two successful grading periods in order to be considered for return to regular school.** In the event that my child violates the School Board's Code of Student Conduct, I understand that it may be necessary to review my child's status and change his/her assignment to a disciplinary/administrative assignment.

_____	_____
<i>Parent's/Guardian's Signature</i>	<i>Date</i>
_____	_____
<i>Counselor's Signature</i>	<i>Date</i>
_____	_____
<i>Principal's Signature</i>	<i>Date</i>