

Administrative Assignment

Students-General Education

- Attach R4 to a Student Case Management (SCM) or School Police Automated Reporting (SPAR) in the District Integrated Student Information System (DSIS).
- Submit FM 6561, **Administrative Assignment Request to an Alternative Education Program**, to altered@dadeschools.net.
- Conduct a School Support Team (SST) and enter the information on the PF16 screen in DSIS.
- Provide evidence of progressive discipline.
- Provide evidence of at least two weeks of Social-Emotional Behavior Intervention Plan (SE-BIP) to altered@dadeschools.net.
- Provide evidence of SE-BIP in SCMS. Use BI Code.

Students with Disabilities

- Attach R4 to a Student Case Management (SCM) or School Police Automated Reporting (SPAR) in the District Integrated Student Information System (DSIS).
- Submit FM 6561, **Administrative Assignment Request to an Alternative Education Program**, to altered@dadeschools.net.
- Convene an Individualized Education Plan (IEP) chaired by an ESE Center Placement Specialist with a representative from the Division of Educational Opportunity and Access (DEOA) in attendance.
- Scan and e-mail the signature page and the conference notes of the IEP to altered@dadeschools.net.
- Scan and e-mail the manifestation determination form to altered@dadeschools.net.
- Scan and e-mail the disposition sheet the DEOA staffing specialist completed to altered@dadeschools.net.

Students-Section 504 Accommodation Plan

- Attach R4 to a Student Case Management (SCM) or School Environment Safety Incident Report (SPAR) in the District Integrated Student Information System (DSIS).
- Submit FM 6561, **Administrative Assignment Request to an Alternative Education Program**, to altered@dadeschools.net.
- Provide evidence of progressive discipline.
- Provide evidence of at least two weeks of Social Emotional-Behavior Intervention Plan (SE-BIP).
- Scan and e-mail pages 1 and 2 of the SE-BIP to altered@dadeschools.net.
- Provide evidence of SE-BIP in SCMS. Use BI Code.
- Convene a Section 504 Accommodation Plan Meeting chaired by an ESE Center Placement Specialist with a Division of Educational Opportunity and Access (DEOA) representative.
- Scan and e-mail the Section 504 Plan to altered@dadeschools.net.
- Scan and e-mail the manifestation determination form to altered@dadeschools.net.

- Scan and e-mail the disposition sheet the DEOA staffing specialist completed to altd@dadeschools.net.

Students-Gifted

- Attach R4 to a Student Case Management (SCM) or School Police Automated Reporting (SPAR) in the District Integrated Student Information System (DSIS).
- Submit FM 6561, **Administrative Assignment Request to an Alternative Education Program**, to altd@dadeschools.net.
- Conduct a School Support Team (SST) and enter the information on the PF16 screen in DSIS.
- Provide evidence of progressive discipline.
- Provide evidence of at least two weeks of Social-Emotional Behavior Intervention Plan (SE-BIP) to altd@dadeschools.net.
- Convene an Education Plan (EP) Meeting chaired by an ESE Center Placement Specialist with a representative from the Division of Educational Opportunity and Access (DEOA) in attendance.
- Scan and e-mail the signature page and the conference notes of the EP to altd@dadeschools.net.
- Scan and e-mail the disposition sheet the DEOA staffing specialist completed to altd@dadeschools.net.
- Provide evidence of SE-BIP in SCMS. Use BI Code.