

Expulsion and Administrative Assignment

Students-General Education

- After completing FM 7603, ***Notice of Administrative Assignment to Alternative Educational Setting/Consideration of Administrative Assignment Expulsion***, a conference with the parent/guardian should be held. Give the parent/guardian a copy of FM 7603. Retain the original for the cumulative folder, scan, and e-mail a copy to altd@dadeschools.net.
- Attach E5 to a Student Case Management (SCM) or School Police Automated Reporting (SPAR) in the District Integrated Student Information System (DSIS).
- Submit FM 6562, ***Request for Expulsion/Alternative Educational Placement***, altd@dadeschools.net.
- Conduct a School Support Team (SST) meeting and enter the information on the PF16 screen in DSIS.

Students with Disabilities

- After completing FM 7603, ***Notice of Administrative Assignment to Alternative Educational Setting/Consideration of Administrative Assignment Expulsion***, a conference with the parent/guardian should be held. Give the parent/guardian a copy of FM 7603. Retain the original for the cumulative folder, scan, and e-mail a copy to altd@dadeschools.net.
- Attach E5 to a Student Case Management (SCM) or School Police Automated Reporting (SPAR) in the District Integrated Student Information System (DSIS).
- Submit FM 6562, ***Request for Expulsion/Alternative Educational Placement***, to altd@dadeschools.net.
- Convene an Individualized Education Plan (IEP)/Manifestation Determination 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 IEP to altd@dadeschools.net.
- Scan and e-mail the manifestation determination form to altd@dadeschools.net.
- Scan and e-mail the disposition sheet the DEOA staffing specialist completed to altd@dadeschools.net.

Students with a Section 504 Accommodation Plan

- After completing FM 7603, ***Notice of Administrative Assignment to Alternative Educational Setting/Consideration of Administrative Assignment Expulsion***, a conference with the parent/guardian should be held. Give the parent/guardian a copy of FM 7603. Retain the original for the cumulative folder, scan, and e-mail a copy to altd@dadeschools.net.
- Attach E5 to a Student Case Management (SCM) or School Police Automated Reporting (SPAR) in the District Integrated Student Information System (DSIS).
- Submit FM 6562, ***Request for Expulsion/Alternative Educational Placement***, to altd@dadeschools.net.

- Convene a Section 504 Accommodation Plan/Manifestation Determination Meeting chaired by an ESE Center Placement Specialist with a Division of Educational Opportunity and Access (DEOA) representative.
- Scan and e-mail the signature page and the conference notes of the IEP to altd@dadeschools.net.
- Scan and e-mail the manifestation determination form to altd@dadeschools.net.
- Scan and e-mail the disposition sheet the DEOA staffing specialist completed to altd@dadeschools.net.

Students-Gifted

- After completing FM 7603, ***Notice of Administrative Assignment to Alternative Educational Setting/Consideration of Administrative Assignment Expulsion***, a conference with the parent/guardian should be held. Give the parent/guardian a copy of FM 7603. Retain the original for the cumulative folder, scan, and e-mail a copy to altd@dadeschools.net.
- Attach E5 to a Student Case Management (SCM) or School Police Automated Reporting (SPAR) in the District Integrated Student Information System (DSIS).
- Submit FM 6562, ***Request for Expulsion/Alternative Educational Placement***, to altd@dadeschools.net.
- Conduct a School Support Team (SST) meeting and enter the information on the PF16 screen in DSIS.
- 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.