

Ventura County Special Education Local Plan Area - SELPA -

LOCAL PLAN GUIDELINES & PROCEDURES FOR SPECIAL EDUCATION 2008



SECTION 2 SELPA-WIDE SERVICE DELIVERY

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- SECTION 2 – SELPA-WIDE SERVICE DELIVERY**
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This is one section of an eleven-part document. Visit our website below or call the SELPA to request copies of other sections. **Highlighted Sections are Local Plan Policy.**

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I. Special Education Interdistrict Services

- A. The SELPA has devised a system of Interdistrict referral so that all student's will have access to special education programs and services regardless of district of residence. Interdistrict charts have been designed to indicate a plan for service delivery to meet the needs of all individuals with exceptional needs residing in the SELPA, and to facilitate effective, efficient delivery of services. **(Appendix 2-A)**
- B. Proposed changes to the interdistrict charts shall be submitted in writing to the Operations Cabinet by the Director of Special Education of the district or County Office of Education. Upon receipt of the proposed change, Operations Cabinet will study it, consider the effects of the proposed change to the delivery service plan, and make recommendations to the SELPA Assistant Superintendent and the SELPA Executive Committee for approval or disapproval of the change. The Executive Committee shall make a recommendation to the Superintendents' Policy Council. Final approval of the interdistrict charts is made by the Board of Trustees of each LEA via the Local Plan approval process.
- C. Pupils residing in any district participating in this Local Plan shall have the same access to programs as pupils who reside in the district that operates the program. Program Specialists and Special Education Administrators operating interdistrict programs have the responsibility to assure equal access to all programs.
- D. Establishing expanded or new programs or services will be on the recommendation of the Operations Cabinet to the SELPA Assistant Superintendent, the SELPA Executive Committee and Superintendents' Policy Council, with final authorization by the Board of Trustees where the program is to be located.

II. Making an Interdistrict Referral – Initial Placements or Reviews

The district of residence will:

- A. Collect any and all records and review.
- B. Develop Assessment Plan and complete assessment. Staff of potential receiving district may be asked to assist in the assessment planning and assessment when necessary and appropriate.
- C. Complete a "**Special Education Interdistrict Referral Form**" **(Appendix 2-B)**. Obtain parent "**Consent for Release of Information for Interdistrict Referral**" **(Appendix 2C)**. Contact the interdistrict program administrator and send forms with all relevant records. At this point, an assessment conference may need to occur so that both districts involved can discuss the preliminary results of assessment and determine what, if any, additional assessment needs to take place.
- D. The IEP meeting date and place should be mutually established between sending and receiving districts. If sending and receiving district are unable to complete all steps necessary in order to have a mutual IEP meeting within 60 days, sending district should hold an IEP within the timeline, review assessment reports and establish an interim plan for services until receiving district is ready to participate in the IEP.



- E. If Districts are unable to agree on the appropriateness of placement for a particular student, the **SELPA Superintendents Executive Committee** would meet to assist in resolving the issue. A Director or Coordinator of Special Education must contact the SELPA Assistant Superintendent to begin this process.

III. Student Transfers and Interim Placement in Interdistrict Programs

If a student moves in from out of district, and the district of residence does not have an appropriate program, the district of residence will:

- A. Complete the Interdistrict Referral and Consent Forms and **confirm** most recent special education placement, existence of current IEP and type of previous program placement. Send the forms to the interdistrict program administrator, with the IEP if available.
- B. Request all appropriate psychological, medical and educational (IEP) records from parent and previous district. Records should be forwarded to the interdistrict program administrator immediately upon receipt.
- C. Contact the interdistrict program administrator to arrange interim placement. Share all known information at this time. If there are unusual circumstances, be sure to discuss them. After determining the interim placement, an orientation conference may be appropriate prior to the child attending school in order to share information pertaining to behavior, medical or other issues. Under unusual circumstances, an IEP meeting may need to be held within a few days of the interim placement.
- D. Participate in the IEP review within 30 days following the interim placement, if one is necessary.

IV. Other Responsibilities of District of Residence and District of Service

- A. For the initial placement meeting, the district of residence is responsible for all IEP related arrangements such as the place, time, and location of the meeting and notification of all persons involved. Notification must be timely and the IEP time and place must be mutually agreed upon.
- B. District of residence is responsible for chairing the IEP Meeting at which the student is placed. In subsequent reviews, district of service will schedule and chair the IEP meetings.
- C. Once the student is placed, the district of service is responsible for all requested assessments. An exception to this is for students in the Phoenix Program, in which the district of residence is responsible for assessment.
- D. The district of service will inform the district of residence of any IEP reviews so that the district of residence may continue to monitor the student. Regardless of whether or not the district of residence is in attendance at any IEP meetings, copies of all IEP forms, including addendums and amendments will be sent to district of residence.



- E. The district providing the program is responsible for all instructional aspects of the IEP. For services that are deemed exceptional, including 1:1 aides, the two districts shall discuss and agree upon additional charges which will be billed to the district of residence outside the excess cost formula. A contract should be developed between the two districts for these additional charges.
- F. The Superintendents' Executive Committee shall hear disputes that arise over exceptional services that are not resolved by the districts involved. The districts involved shall have the opportunity to present the rationale for each position. The Superintendents' Executive Committee shall determine final resolution.
- G. Awarded parental legal fees shall be the responsibility of the district of residence if the IEP requirements have been met. The districts will meet and collaborate to determine responsibility if either the server or sending district dispute which is the responsible party.
- H. See SELPA policy for informing districts about a student who has moved to a new district. **(Appendix 2-D)**

V. Promotional Transfer

Program transfers to another district due to student's age (e.g., middle school to high school, secondary to post-secondary), should usually happen at the end of the school year or the end of the extended school year.

The district of residence and the district presently serving the child will:

- A. Prior to IEP Meeting, determine student's readiness for promotion to next program.
- B. Invite potential new district of service representative to annual review IEP Meeting, giving timely notification.
- C. Hold IEP meeting, indicating change of program and write annual goals for a one year period.
- D. Send all records to the new district of service administrator at the time of transfer.
- E. If the new district of service does not participate in the IEP development prior to the transfer from the sending program, the district of residence shall notify the new district of service of those individuals who require special education and related services. The new district of service shall implement the IEPs or convene a review if necessary.
- F. Communication of the student's needs should be expedited if the student will be attending summer programs in the new district of service.

VENTURA COUNTY SELPA INTERDISTRICT PROGRAM CHART

SELF-CONTAINED SPECIAL EDUCATION CLASSES (5-22 year olds)

FOR STUDENTS WITH INTENSIVE SPECIAL EDUCATION NEEDS see definition below¹

SCHOOL DISTRICT	Autism**	Deaf	DB	ED*	MH	MR	OHI	OI	SI	SLD	TBI
Briggs Elementary (B)	VC/SPE	V+	VC	V	VC	SPE/VC	VC	VC	SPE/F	SPE	VC
Hueneme Elementary (H)	VC	V+	VC	PV	VC	OE/VC	H/VC	VC	H	H	VC
Mesa Union Elementary (M)	VC	V+	VC	PV	VC	VC	VC	VC	PV	PV	VC
Mupu Elementary (MU)	VC/SPE	V+	VC	V	VC	SPE/VC	VC	VC	SPE/F	SPE	VC
Ocean View Elementary (OV)	VC	V+	VC	PV	VC	VC/OE	OV/VC	VC	OV	OV	VC
Oxnard Elementary (OE)	OE/VC	V+	VC	PV	VC/OE	OE/VC	OE/VC	OE/VC	OE	OE	OE/VC
Pleasant Valley Elementary (PV)	PV/VC	SV+	VC	PV	VC	VC/PV	PV/VC	SV/VC	PV	PV	PV/VC
Rio Elementary (R)	VC/R	V+	VC	PV	VC	VC/OE	R/VC	VC	R	R	VC
Santa Clara Elementary (SC)	VC	V+	VC	V	VC	SPE/VC	SPE/VC	VC	SPE/F	SPE	VC
Santa Paula Elementary (SPE)	SPE	V+	VC	V	SPE/VC	SPE/VC	SPE/VC	SPE/VC	SPE	SPE	SPE
Somis Union Elementary (S)	VC	SV/+	VC	PV	VC	VC	VC	VC	PV	PV	VC
Oxnard Union High (OH)	OH	OH	OH	OH	OH	OH	OH	OH	OH	OH	OH
Santa Paula Union High (SPH)	VC	OH+	VC	V	VC	VC	SPH/VC	OH	SPH	SPH	VC
Conejo Valley Unified (C)	C/VC	OH/SV	VC	C/VC	C/VC/SV	VC/C	C/VC	SV/VC	C/VC	C	C/VC
Fillmore Unified (F)	VC/SPE	OHV/+	VC	V	VC	SPE/VC	F/VC	OH/VC	F	F	VC
Las Virgenes Unified (LV)	LV	SV/OH/+	VC	LV	LV/VC	VC	LV/VC	SV	LV	LV	LV/VC
Moorpark Unified (MP)	VC/MP	SV/OH/+	VC	MP	SV/VC/MP	MP/VC	MP/VC	SV/MP	MP	MP	VC/MP
Oak Park Unified (OP)	VC	SV/OH/+	VC	VC	VC	VC	OP/VC	SV	OP	OP	VC
Ojai Unified (O)	VC	V/OH/+	VC	O/VC	VC	VC	O/VC	VC	O	O	VC
Simi Valley Unified (SV)	SV	SV/OH	SV/OH	SV	SV	SV	SV	SV	SV	SV	SV
Ventura Unified (V)	V/VC	V/OH	V/VC	V	VC	V/VC	V/VC	V/VC	V	V	V/VC
Ventura County Schools (VC)											

* Phoenix Elementary and Secondary ED collaborative program with Behavioral Health run by Ventura County Office of Education (VCOE)

**Triton Academy

+ If Multiply Handicapped and also Deaf, will be served by VCOE

¹Special Education Classes for Students with Intensive Special Education Needs:

Placement in a Special Education Class may be considered if the student needs any of the following:

- Placement in a specialized program for the majority of the school day
- A highly specialized program to meet the needs of learners with the specific type of disability
- A teacher with specific training related to the disability, or similar disabilities
- Environmental supports which can best be provided in the Special Education Class

**VENTURA COUNTY SELPA INTERDISTRICT PROGRAM CHART
RELATED SERVICES (3-22 year olds)**

School District	Adapted Physical Education	Assistive Technology Assessment	Audiological Services	Deaf/Hard of Hearing	Designated Positive Behavior Interventions	Counseling and Guidance Services	Health and Nursing Services	Home or Hospital Instruction	Interpreters/Transcribers	Occupational Therapy	Mobility Instruction	Parent Counseling and Training	Physical Therapy	Psychological Services (Non Assessment)	Recreation Services	Services for Pupils with Chronic Illness or Acute Health Problems	Social Work Services	Specialty Designated Vocational Education and Career Development	Specialized Service for Low Incidence Disabilities	Speech/Language	Vision Services	Vision Therapy
Briggs Elementary (B)	SELPA	SELPA	VC B	B	B	B	B	B	B	NP/ACCS	H	SELPA/BH/RC	CCS	VC	RD	B	RC/SELPA	B	B	VC	V	B
Hueneme Elementary (H)	SELPA	SELPA	VC H	H	SELPA	H/BH/SELPA	H	H	H	H/CCS	H	SELPA/BH/RC	CCS	H	RD	H	RC/SELPA	H	H	H	OE	H
Mesa Union Elementary (M)	SELPA	SELPA	VC M	M	M	M/BH/SELPA	M	M	M	NP/SELPA/CCS	H	SELPA/BH/RC	CCS	VC	RD	M	RC/SELPA	M	M	VC	OE	M
Mupu Elementary (MU)	SELPA	SELPA	VC MU	MU	MU	MU/BH/SELPA	MU	MU	MU	NP/ACCS	H	SELPA/BH/RC	CCS	VC	RD	MU	RC/SELPA	MU	MU	VC	V	MU
Ocean View Elementary (OV)	SELPA	SELPA	VC OV	OV	SELPA	OV/BH	OV	OV	OV	SELPA/CCS	H	SELPA/BH/RC	CCS	OV	RD	OV	RC	OV	OV	OV	OE	OV
Oxnard Elementary (OE)	OE	SELPA	VC OE/SELPA	OE	SELPA	OE/BH	OE	OE	OE	SELPA/CCS	H	SELPA/BH/RC	CCS/SELPA	OE	RD	OE	RC	OE	OE	OE	OE	OE
Pleasant Valley Elementary (PV)	SELPA	SELPA	VC PV	PV	SELPA	PV/BH	PV	PV	PV	PV/CCS	H	SELPA/BH/RC	CCS/SELPA	PV	RD	PV	RC	PV	PV	PV	OE	PV
Rio Elementary (R)	SELPA	SELPA	VC R	R	SELPA	R/BH/SELPA	R	R	R	SELPA/CCS	H	SELPA/BH/RC	CCS	R	RD	R	RC/SELPA	R	R	R	OE	R
Santa Clara Elementary (SC)	SELPA	SELPA	VC SC	SC	SC	SC/BH/SELPA	SC	SC	SC	NP/ACCS	H	SELPA/BH/RC	CCS	VC	RD	SC	RC/SELPA	SC	SC	VC	V	SC
Santa Paula Elementary (SPE)	SELPA	SELPA	VC SPE	SPE	SPE	SPE/BH	SPE	SPE	SPE	SPE/CCS	H	SELPA/BH/RC	CCS	SPE	RD	SPE	RC	SPE	SPE	SPE	V	SPE
Somis Union Elementary (S)	SELPA	SELPA	VC S	S	S	S/BH/SELPA	S	S	S	SELPA/CCS	H	SELPA/BH/RC	CCS	VC	RD	S	RC/SELPA	S	S	VC	OE	S
Oxnard Union High (OH)	OH	SELPA	VC OH/SELPA	OH	SELPA	OH/BH/SELPA	OH	OH	OH	SELPA/CCS	H	SELPA/BH/RC	CCS	OH	RD	OH	RC/SELPA	OH/SELPA	OH	OH	OH	OH
Santa Paula Union High (SPH)	SELPA	SELPA	VC SPH	SPH	SELPA	SPH/BH/SELPA	SPH	SPH	SPH	NP/ACCS	H	SELPA/BH/RC	CCS	SPH	RD	SPH	RC/SELPA	SPH/SELPA	SPH	SPH	V	SPH
Conejo Valley Unified (C)	C	SELPA	VC C	C	C	C/BH	C	C	C	C/SELPA/CCS	SELPA	SELPA/BH/RC	CCS/C	C	RD	C	RC	C	C	C	C	C
Fillmore Unified (F)	SELPA	SELPA	VC F	F	F	F/BH	F	F	F	F/CCS	H	SELPA/BH/RC	CCS	F	RD	F	RC	F/SELPA	F	F	V	F
Las Virgenes Unified (LV)	LV	SELPA	VC LV	LV	LV	LV/BH	LV	LV	LV	LV/SELPA/CCS	SELPA	SELPA/BH/RC	CCS	LV	RD	LV	RC	LV	LV	LV	LV	LV
Moorpark Unified (MP)	SELPA	SELPA	VC MP	MP	MP	MP/BH/SELPA	MP	MP	MP	MP/CCS	SELPA	SELPA/BH/RC	CCS/SELPA	MP	RD	MP	RC/SELPA	MP/SELPA	MP	MP	VC	MP
Oak Park Unified (OP)	LV	SELPA	VC OP	OP	OP	OP/BH	OP	OP	OP	OP/CCS	SELPA	SELPA/BH/RC	CCS	OP	RD	OP	RC	OP/SELPA	OP	OP	LV	OP
Ojai Unified (O)	O	SELPA	VC O	O	O	O/BH	O	O	O	O/CCS	H	SELPA/BH/RC	CCS	O	RD/O	O	RC	O/SELPA	O	O	V	O
Simi Valley Unified (SV)	SV	SELPA	VC SV	SV	SELPA	SV/BH	SV	SV	SV	SELPA/CCS	SELPA	SELPA/BH/RC	CCS/SV	SV	RD	SV	RC	SV/SELPA	SV	SV	SV	SV
Ventura Unified (V)	V	SELPA	VC V	V	V	V/BH	V	V	V	V/CCS	H	SELPA/BH/RC	CCS	V	RD	V	RC	V/SELPA	V	V	V	V
Ventura County Office (VC)	VC	SELPA	VC VC	VC	SELPA	VC/BH/SELPA	VC	VC	VC	VC/SELPA/CCS	VC	SELPA/BH/RC	CCS/SELPA	VC	RD	VC	RC/SELPA	VC/SELPA	VC	VC	V/C	VC

Regional Center (RC)
City Recreation Department (RD)

Department of Mental/Behavioral Health (BH)
Nonpublic Agency (NPA)

California Childrens Services (CCS)
Ventura County Special Education Local Plan Area (SELPA)

VENTURA COUNTY SELPA INTERDISTRICT PROGRAM CHART

SPECIAL CLASSES AND CENTERS (3-4 year olds)

SCHOOL DISTRICT	MR	Deaf*	VH	OI	OHI	DB	MH*	Autism	TBI
Briggs Elementary (B)	SPE	V	V	SP/VC	SP	VC/N	VC	SPE/VC	SPE/VC
Hueneme Elementary (H)	VC	V	OE	VC	VC	V/VC	VC	VC	VC
Mesa Union Elementary (M)	P/VC	V	OE	P/VC	P/VC	VC	VC	P/VC	P/VC
Mupu Elementary (MU)	SPE/VC	V	V	SPE/VC	SPE	V/VC	VC/N	SPE	SPE
Ocean View Elementary (OV)	VC/NPS	V	OE	VC/NPS	VC/NPS	V/VC	VC	VC/SPE	VC/SPE
Oxnard Elementary (OE)	OE/VC	V	OE	OE/VC	OE/VC	V/VC	VC	VC/OE	OE/VC
Pleasant Valley Elementary (PV)	P/VC	SV	OE	P/VC	PV	VC/PV	VC	P/VC	P/VC
Rio Elementary (R)	R/VC	V	OE	VC	R	V/VC	VC	R/VC	R/VC
Santa Clara Elementary (SC)	SPE/VC	V	V	VC	SPE/VC	V/VC	VC	VC	VC
Santa Paula Elementary (SPE)	SPE/VC	V	V	SPE	SPE	VC/N	VC	SPE	SPE
Somis Union Elementary (S)	P/VC	SV	OE	P/VC	P/VC	VC	VC	P/VC	P/VC
Oxnard Union High (OH)									
Santa Paula Union High (SPH)									
Conejo Valley Unified (C)	C/VC	SV	C	S/VC	C	VC/C	C/VC	C/VC	C/VC
Fillmore Unified (F)	SPE/VC	V	V	VC/SPE	VC/SPE	V/VC	VC	VC/SPE	VC/SPE
Las Virgenes Unified (LV)	LV	LV	LV	LV	LV	LV	LV	LV	LV
Moorpark Unified (MP)	MP/VC	SV/VC	MP/VC	MP/SV	MP/VC	VC/M	MP/VC	MP/VC	MP/VC
Oak Park Unified (OP)	OP/VC	SV	C	SV/OP	OP/VC	VC/OP	VC	OP/VC	VC/OP
Ojai Unified (O)	O/VC	V	V	O/VC	O	VC/O	O/VC	OP/VC	O/VC
Simi Valley Unified (SV)	SV	SV	SV	SV	SV	SV	SV	SV	SV
Ventura Unified (V)	V/VC	V	V	V/VC	V/VC	V/VC	V/VC	V/VC	V/VC
Ventura County Schools (VC)									

*If Multi Handicapped and also deaf, will be served by VCSS

Ventura County SELPA Interdistrict Program Chart Early Intervention Services (0-2 year olds)

SERVICE COORDINATION REGION	Speech/Language	Assistive Technology Assessment	Autological Services	Orientation & Mobility	Nutrition*	Respite*	Transportation to educational services	Physical Therapy*	Occupational* Therapy	Vision Services	Vision Therapy	Counseling and Guidance Services	Psychological Services (Non Assessment)	Parent training	Health and Nursing	Social Work Services	Recreation Services	Deaf	Hard of Hearing Services	Parent Counseling
Conejo Valley USD (C)	C	SELPA	VC	C	SELPA	SELPA	SELPA	CCS/SELPA	CCS/SELPA	C	C	C/BH	C/BH	SELPA/FRC	C	C/BH/RC/S ELPA	RD	SV/SELPA	C/SELPA; Consult-SV	C/RC/BH/ SELPA
Oxnard Elementary SD (OE)	OE	SELPA	VC	H	SELPA	SELPA	SELPA	CCS/SELPA	CCS/SELPA	OE	OE	OE/BH	OE/BH	SELPA/FRC	OE	OE/BH/RC/ SELPA	RD	¹ V/SELPA	O/SELPA; Consult-V	OE/RC/BH /SELPA
Ventura Unified SD (V)	V	SELPA	VC	H	SELPA	SELPA	SELPA	CCS/SELPA	CCS/SELPA	V	V	V/BH	V/BH	SELPA/FRC	V	V/BH/RC/S ELPA	RD	V/SELPA	V/SELPA	V/RC/BH/S ELPA
Simi Valley Unified SD (SV)	SV	SELPA	VC	C	SELPA	SELPA	SELPA	CCS/SELPA	CCS/SELPA	SV	SV	SV/BH	SV/BH	SELPA/FRC	SV	SV/BH/RC/ SELPA	RD	SV/SELPA	SV/SELPA	SV/RC/BH/ SELPA

Hueneme (H)

California Children Services (CCS)

City Recreation Department (RD)

Family Resource Center (FRC)

Regional Center (RC)

Ventura County Behavioral Health (BH)

Ventura County Special Education Local Plan Area (SELPA)

Ventura County Office of Education (VC)

¹ Except Somis & Pleasant Valley - served by Simi

DISTRICTS EACH REGION SERVES:

Conejo	Oxnard Elementary	Simi Valley	Ventura Unified
Conejo Valley Unified School District	Hueneme School District	Moorpark Unified School District	Briggs School District
Las Virgenes Unified School District	Mesa Union School District	Simi Valley Unified School District	Fillmore Unified School District
Oak Park Unified School District	Pleasant Valley School District	Somis & Pleasant Valley (Deaf only)	Mupu School District
	Rio School District		Ojai Unified School District
	Ocean View School District		Santa Paula Elementary School District
	Oxnard School District		Ventura Unified School District
	Somis Union School District		

SPECIAL EDUCATION INTERDISTRICT REFERRAL FORM
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Ventura County SELPA

Date: _____ Referring District/Agency _____

Referred to: _____

District Case Manager Name: _____

Last day IEP meeting can be scheduled: _____

Student Information

Name (<i>Last</i>)	(<i>First</i>)	Sex	Birthdate	Age
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Address	(City)	(State)	(Zip)	Phone
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Parent(s) or Guardian(s) Name	Address, <i>if different from above</i>
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Educational Information

Last School Attended (<i>if any</i>)	School Phone
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School Address	(City)	(State)	(Zip)
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Current special education services. _____

Special Needs of Child (Including disability) _____

Additional Information _____

Family Information

Father's Work Phone	Mother's Work Phone	Home Language
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Names and Ages of Other Children _____

Signature of Parent of Guardian	Date
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Please forward completed form to the Special Education Administrator of the District/Agency to which the pupil is referred, along with consent for Release of Information.

**CONSENT FOR RELEASE OF INFORMATION
FOR INTERDISTRICT REFERRAL**

Concerning: _____
Name Birthdate

I, the undersigned, hereby consent to, request, and authorize the agencies listed below to release any or all medical, social, psychological, and educational information regarding the above named person to the _____
 _____ (*Name of School District/Agency*) for inclusion in their records which are to be used for planning an effective school program for this person.

I also consent to, request, and authorize said _____ (*Name of School District/Agency*) to release the said information upon request to agencies or professionals listed below.

A photocopy of this is as valid as the original.

The records of my child may be obtained from:

MEDICAL

 Name Address City State

 Name Address City State

 Name Address City State

EDUCATIONAL

 Name Address City State

AGENCY

 Name Address City State

Signature of Parent or Guardian: _____

Relationship to Above-Named Person: _____
Parent/Guardian

Date: _____

WITNESS: _____ (*Signature*)
 _____ (*Address*)

CHANGE OF RESIDENCE FOR STUDENTS IN A SERVICE PROVIDER DISTRICT PROGRAM

It shall be the policy of the Ventura County SELPA that the district of residence and the service provider district shall notify, in writing, the individual responsible for special education services when a student enrolled in a program of a service provider district moves to a new district of residence.

From the date the notice is received, the responsible individuals from the new district of residence and the service provider district shall sign an agreement which states that the new district of residence shall assume the responsibility of either providing services directly or for payment of all appropriate excess costs.