

## **CHANGE IN PLACEMENT**

A removal or a series of removals from a student's current educational placement results in a change in placement if:

1. the removal is for more than ten (10) instructional days
2. the student is subjected to a series of suspensions that constitute a pattern because they cumulate to more than ten (10) instructional days in a school year and because of such factors as: the length of each suspension, the cumulative amount of time the student has been removed, and the proximity of the removals to one another.

When a decision is made to make a removal that constitutes a change of placement, the special education student's parent must be notified of the change in placement and provided with the notice of procedural safeguards. This notice must be provided by the school on the date the school decides to make a removal that results in a change of placement. The school must make and document reasonable efforts to: 1) notify the parents of that decision; and 2) provide the parents with the notice of procedural safeguards. If the school is unable to notify the parent on the date a decision is made, the notice must be mailed to the parent not later than the following business day.

A manifestation determination must be conducted within ten (10) instructional days of any decision to change the placement of a student with a disability for violating a code of student conduct.