

NOTIFICATION OF PLACEMENT

This form is used by the district of residence to notify the County Office of Education when placing a student with a disability on **Home Instruction** [N.J.A.C. 6A:14-4.8(a)] or in an out-of-district **Receiving School** [N.J.A.C. 6A:14-7.5(b)]. It is also used by the receiving school to notify the County Office of Education of the student's first day of attendance. **See attached detailed instructions before completing this form.**

Identifying Information:

District of Residence _____ County _____

Student's Name _____ Date of Birth _____

Reason for Placement: Explain reason for student's placement, attach additional pages if necessary.

Date Placed: _____

Program:

Home Instruction _____ Initial 60 days Renewal # _____ for additional 60 days

Receiving School [N.J.A.C. 6A:14-7.1(a)].

School/Facility Name _____ Location _____

(Check one)

_____ Educational Services Commission _____ County Special Services School District

_____ Jointure Commission _____ Marie Katzenbach School for the Deaf

_____ Public College Operated Program _____ Regional Day School

_____ Approved Private School for Students with Disabilities

_____ Community Rehabilitation Program [N.J.A.C. 6A:14-4.7(i)]

Certification. I certify that this information is complete and in compliance with N.J.A.C. 6A:14.

Chief School Administrator or Designee _____

Printed Name

Signature

Date

Phone Number _____

Receiving School Acknowledgment. Complete and send to the County Office of Education.

_____ Date of student's first day of attendance

Receiving School Director _____

Printed Name

Signature

Date

NOTIFICATION OF PLACEMENT INSTRUCTIONS

NOTE:

- A completed form and current IEP must be sent to the County Office of Education **prior to** placing a student with a disability on home instruction [N.J.A.C. 6A:14-4.8(a)1].
- A completed form and current IEP must be sent to the County Office of Education **within ten (10) calendar days** of placing a student with a disability in a Receiving School [N.J.A.C. 6A:14-7.5(b)].
- Notification **is not required** if the out-of-district placement is another public school.
- Re-notification **is not required** if the student attends the same Receiving School each school year.

DIRECTIONS:

District of residence shall:

- 1) complete the form, including identifying information;
- 2) attach a copy of the student's individualized education program (IEP) that *reflects the instruction to be provided in the placement indicated on the form* (**Note: IEP is required ONLY for Receiving School placements**);
- 3) send the completed form and the student's IEP to the County Office of Education of residence.

Reason for Placement: Briefly describe why the student was placed on home instruction or in a Receiving School.

Date Placed: Indicate the anticipated start date of home instruction or Receiving School placement.

Home Instruction:

- 1) Indicate if the notification is for an initial placement of home instruction by placing a check mark on the line.
- 2) Indicate whether the notification is for a 60-day renewal of home instruction by writing the number of renewal (e.g., 1st, 2nd, etc.) on the line. **Note: only attach the IEP to a renewal notification if the IEP has been updated since the previous notification.**

Receiving School Placement.

- 1) Print the name of the school/facility.
- 2) Print the location of the school/facility.
- 3) Place a check mark on the line next to the type of Receiving School the student will attend.

Receiving school shall use the copy of this form received from the district of residence to:

- 1) input the date of the student's first day of attendance at the receiving school;
- 2) sign and date the form;
- 3) send a copy to the County Office of Education.