

Procedures to Follow

Irving ISD SRC is providing each Principal and Vice Principal with the forms and procedures that must be followed to enroll a student in the SRC or to expel a student to DCJJAEP. If we do not have the information asked for, we may not be able to enroll your student into the SRC or take the proper paperwork to DCJJAEP until that information is provided.

Remember, it takes two (2) to three (3) days for assignments sent by inter-office mail to arrive at the SRC.

There are two (2) programs provided by Irving ISD:

Short-Term AEP placement - twenty (20) or thirty (30) day assignment. **ALL** Special Education students must have an ARD committee meeting at the home campus for placement into the SRC. **Students must have all their books upon enrolling at the SRC.**

The Short-Term check list must be completed and faxed with the completed Alternative School Assignment form to the SRC prior to the student's enrollment at SRC. Each school must call the SRC Principal to reserve placement for their student and get a start date. The SRC Principal will approve paperwork. If there is a problem with the paperwork, the Principal will call you.

Students expelled from Irving ISD will follow district policy for expulsion. The student will be assigned to the DCJJAEP, and all expulsion forms will be hand-delivered by the school representative to Dr. Rucker before 12:00 p.m. on Monday or Thursday after the expulsion hearing. Please use the checklist and forms provided. The due process hearing must be in written form (DCJJAEP will not accept tapes).

PER ADMINISTRATION:

After the required check list and Alternative School Assignment form is received at the SRC, the Principal at the SRC will approve the placement. **Students trying to enroll at the SRC without prior approval, books, and assignments, will not be accepted and will be told to return their home campus.**

All Special Education students must have IEP, BIP, and manifestation on file at the SRC