

Procedures to Follow

Irving ISD AEP is providing each principal and vice-principal with the forms and procedures that must be followed to enroll a student in the RAC 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 RAC 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 RAC.

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 RAC. **Students must have all their books upon enrolling at the RAC.** The District's mail room has complained about the volume and weight of delivering books in the inter-office mail. Therefore, please make sure the student is taken to his/her locker before leaving school to get all books or you may hand-deliver books to the RAC.

The Short-Term check list must be completed and faxed with the completed Alternative School Assignment form to the RAC prior to the student's enrollment at RAC. The RAC Principal will approve paperwork. If there is a problem with the paperwork the Principal will call you and student cannot enroll at RAC until paperwork is corrected.

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 12:00pm on Monday after the expulsion hearing. Please use the check list and forms provided. The due process hearing must be in written form (DCJJAEP will not accept tapes).

PER ADMINISTRATION, MR. LADEWIG:

After the required check list and Alternative School Assignment form is received at the RAC, the Principal at the RAC will approve the placement. **Students trying to enroll at the RAC 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 RAC before they enroll.