Idaho Department of

Juvenile Corrections

Institutional

Policy/Procedure

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**Subject**: SPECIAL EDUCATION AND RELATED SERVICES

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| Category: | Educational Services |



**Policy**

The purpose of this policy is to provide students who meet eligibility requirements under the Individuals with Disabilities Education Act (IDEA) 2004 with Special Education and Related Services while in Idaho Department of Juvenile Corrections (IDJC) custody.

It is therefore the policy of the IDJC that education staff follow the current Idaho Special Education Manual to be in compliance with current, federal and state laws, policies, and procedures.

# Operating Procedures

I. Procedures

1. Child Find
2. Every two weeks, a request is initiated by the Special Education Program Manager, or their designee, with the names, dates of birth, and Education Unique Identification Number (EDUID) for students committed to the IDJC during that time period. The request is submitted to the State Department of Education (SDE), Special Education Division through a secure server. The SDE returns the file with eligibility information from their database.
3. Upon arriving at a regional Observation and Assessment (O&A) Unit, each student is asked to complete the Education Intake Questionnaire (DJC-301) to determine the student’s educational history and needs.
4. The JCCN education Technical Records Specialist 1 (JCC Education TRS1) requests education records in accordance to the current Idaho Special Education Manual.
5. Status of eligible students is updated in the current special education software and the IDJC Student Information System (SIS).
6. Special Education Processes and Paperwork
7. Upon receipt of special education records, the assigned special education teacher follows the Idaho Special Education Manual and utilizes the current special education software.
8. Clarifications and or questions regarding special education procedures are directed to the Special Education Program Manager located at HQ.

##### Reference: Glossary of Terms and Acronyms

*Individuals with Disabilities Education Act (IDEA, 2004)*

*The Rehabilitation Act of 1973, Section 504*

*Desk Manual(s): None*

*Related Policies:* [*Special Management Interventions (604)*](http://djcnamsp1/Policies%20and%20Procedures/604.docx)

[*Correspondence and Communication: Mail, Telephone, and Visitation (674)*](http://djcnamsp1/Policies%20and%20Procedures/674.docx)

*Related Forms:* [*Education Intake Questionnaire (DJC-301)*](http://djcnamsp1/Department%20Forms%202/301.docx)