

**Idaho Department of
Juvenile Corrections
Institutional
Policy/Procedure**

NUMBER
517

REVISED
08/15/2022

REVIEWED
08/15/2022

EFFECTIVE
03/04/19

PAGES
2

SUBJECT: SPECIAL EDUCATION AND RELATED SERVICES

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

A. Child Find

1. 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 (EUID) 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.
2. During the Observation and Assessment (O&A) process, each student is asked to complete the Education Intake Questionnaire (DJC-301) to determine the student's educational history and needs.
3. The Education Technical Records Specialist requests education records in accordance to the current Idaho Special Education Manual.
4. Status of eligible students is updated in the current special education software and the IDJC Student Information System (SIS).

B. Special Education Processes and Paperwork

1. Upon receipt of special education records, the assigned special education teacher follows the current Idaho Special Education Manual

guidance documents, and utilizes the current special education software to ensure special education services are provided to eligible students.

2. If identified as a need, related services such as speech language, occupational, or interpretive services will be provided.
3. Clarifications and or questions regarding special education procedures are directed to the designated Education administrator.

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 \(604\)](#)
 [Correspondence and Communication: Mail, Telephone, and Visitation \(674\)](#)

Related Forms: [Education Intake Questionnaire \(DJC-301\)](#)