

# REGULATION

UNION COUNTY  
EDUCATIONAL  
SERVICES COMMISSION  
PROGRAM

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Special Education/Receiving Schools – Amending  
Policies, Procedures, the Services Provided, or the  
Location of Facilities  
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**R 2461.14 SPECIAL EDUCATION/RECEIVING SCHOOLS – AMENDING  
POLICIES, PROCEDURES, THE SERVICES PROVIDED, OR  
THE LOCATION OF FACILITIES**

The receiving school shall follow all requirements set forth in N.J.A.C. 6A:14-7.3 for amending the policies, procedures/regulations, the services provided, or the location of facilities.

- A. Procedures To Amend Policies, Procedures/Regulations, The Services Provided, Or The Location Of Facilities**
- 1. To amend the policies, procedures/regulations, nature and scope of the services provided, or increase or decrease the services provided, the receiving school must send to the County Office of Education:**
    - a. A copy of the revised policy and/or procedure/regulation;**
    - b. A revised description of the scope and nature of the services to be offered according to N.J.A.C. 6A:14-7.2(a)3iii(4); and**
    - c. A list of professional staff who will provide these services. The list shall verify each individual's certification and license, if one is required, that a criminal history review pursuant to N.J.S.A. 18A:6-7.1 has been completed for the individual and the function he or she shall perform.**
  - 2. To amend the location of facilities, an approved private school for students with disabilities shall submit a copy of the valid health, fire, HVAC inspections, occupancy and, if applicable sewerage plant to the Department of Education through the County Office of Education.**
  - 3. When a professional staff member leaves or a new professional staff member is hired by an approved private school for students with disabilities, the approved private school shall provide written notification to the Department of Education through the County Office of Education within seven calendar days of the changes.**

**Adopted:**