



SPECIAL POPULATIONS SERVICES INFO SHEET

Who to contact?

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Special Populations Liaison
Metro Technology Centers



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405.595.2213
[Contact form](#) also via QR code

How?

What do you do?

Manage all adult / secondary special services
Ensure MTC input on IEP / 504 meetings
Updates for Ed Plan with MTC information
Provide "special services" progress reports
Join you for information sessions, etc.

10+ years in education from middle to adult
SDOE licensed in special education, etc.
BS - Teaching All Learners (special education)
MAT - Secondary Teacher Preparation
Past building-level special education coordinator

Are you qualified?

PROCESS

Application made through [Enrollment Portal](#) Oct - Feb

Keep watch on email for application requirements

Metro Tech and schools work on admissions | Amendments needed during this time (March - May)

TORs/Managers notified and asked to verify

Amend meetings planned to add MTC information

TOR/Manager sets up meeting

MTC provides institution-specific form with services

TOR/Manager ensures MTC invited to meeting

MTC attends annuals & continues updating info

TOR/Manager receives reports via secure folder

MTC special service progress reports (9 weeks)

BASICS & FAQs

MTC is governed by the Dept of Career and Technology Education not SDOE

CLOCK HOURS (actual time spent on site) not credit hours are how we measure credit

MTC is considered a post-secondary, non-degree granting institution

IEP / 504 meetings are **REQUIRED** between career techs and high schools

What does Metro Tech add/change in a student's IEP/504?

Nothing. We provide a separate form for our services which may be added by school

Why are MTC-specific services a necessary addition?

Due to certification exams and our accreditation, exact duplication of services under IDEA is not always possible

Can you provide examples of differences?

No resource room
No direct / co-taught classes
No changes to grading scales (Not exhaustive)

Does Metro Tech offer "service learning" programs?

Currently, we do not have service learning programs. HS students enroll in regular programs.

What about [Project SEARCH](#)?

Students qualifying for Project SEARCH are able to attend following their Senior year of high school

Is it worth it for a student requiring services to attend?

Very. Every program at MTC has students with services. And we have many success stories.

MAKE IT EASIER



Ensure MTC has the most recent contact info for TORs, case managers, building-level leads



Invite MTC special services to a staff, SPED team, or counselor meeting



Explore the [Metro Tech Special Services page](#) for more info

