

## **Students**

### **Administrative Procedure – Admission of Students from Non-Member Districts**

1. The Superintendent from the non-member district shall provide a written request to SEDOL for enrollment. The letter shall include the student's name, the reason for the request and parent's signed release of information, so SEDOL may process the request.
2. Upon inquiry or request to enroll a non-member district student, a copy of the policy and procedure shall be sent to the district requesting enrollment.
3. All costs of evaluation and placement will be charged to the sending district. All non-member districts will be charged the tuition rate for the applicable program as listed in the non-member district tuition schedule, which will be established by the Executive Board on an annual basis. This includes the cost for a special needs teacher assistant/interpreter and any other expenses deemed appropriate through the IEP process. Transportation shall be provided by the non-member district.
4. The non-member district will be billed twice a year, July and January, for the tuition amount for the student's program and will remit payment within 90 days of receiving the bill from SEDOL. If for any reason the non-member district student withdraws from the SEDOL program, no refund will be given as staff allocations would be made for the year and could not be reduced.
5. The non-member district will agree to hold SEDOL harmless from any liability or lawsuit brought against SEDOL related to the student's educational program.

Date: January 2011