

Procedure 15

Reporting Attendance Options: Students Who Transfer to a Third District

Data Elements: Resident District Number/Type
Special Education Evaluation Status
State Aid Category

Procedure

In several instances, students who attend a district under one of the attendance option programs are, in turn, transferred to a third district. However, in some instances, students withdraw from the nonresident district to return to the resident district or to attend a third district. This third district may be an independent school district, cooperative or care and treatment facility. The students' resident district remains the district in which the parent/guardian resides.

Responsibility for any instructional tuition stays with the actual resident district, not the district to which the students originally transferred. Refer below.

Attendance Options: Student Placed in a Third District via an IFSP/IEP

The district that provides instruction is responsible for assuring the Individual Family Service Plan (IFSP)/Individualized Education Program (IEP) is written and current. This might be another public school district or a special education cooperative. The resident district should be invited to participate in writing the IFSP/IEP, although it may decline. The enrolling district reports students on its Minnesota Automated Reporting Student System (MARSS) file, therefore the resident district should not include these students on its MARSS files.

When the third district is an independent school district, charter school, or State-Approved Alternative Program (SAAP) with a fiscal host, general education revenue follows the student into the serving district. The third district should report students as residents of the district in which the parent/guardian resides, and report as:

- Open enrolled for students placed in non-SAAPs. (State Aid Category (SAC) 01) or
- Graduation incentives eligible for non-resident students placed in SAAPs. (SAC 03)

The original district to which students open enroll does not report the students on MARSS although it may be responsible for transportation. Tuition billing will apply for students with an IFSP/IEP.

When the third district is a cooperative or SAAP without a fiscal host, general education revenue stays with the resident district. In this case the resident district is responsible for full instructional tuition.

- For students placed at a cooperative on a full-time basis, The cooperative reports the students it serves with SAC 10, if they are residents of a member district, or SAC 19 if they are not residents of a member district.
- The district to which students originally transferred is not responsible for their tuition. This district should not report the students on its MARSS files.

Transportation Responsibilities

The original district of open enrollment, graduation incentives, etc., is responsible for providing transportation services and may claim the students as eligible disabled students, if the IFSP/IEP requires the service, by notifying the enrolling district to report the MARSS Transportation Code 03 in the Transportation Category field on the enrollment record. The resident district and the third district or cooperative are not obligated to provide any transportation services. However, by mutual agreement the third district may provide transportation and claim transportation aid. Cooperative and intermediate districts qualify for direct payment of special education aid based on data reported to the Minnesota Department of Education (MDE).

Enrollment Options: Student Enrolled via Academic Pairing

Transfers made via the attendance options programs are considered ongoing; students need not apply on an annual basis. However, if the students' resident district changes, the family should update the Statewide Enrollment Options Application with the new resident district. The student does not lose the right to remain enrolled. The SAC remains the same, i.e., 01, as long as the students' enrolling district remains the same and the students did not move into the enrolling district. In the latter case, the students have become residents of the enrolling district and are reported with SAC 00.

The only exception is for students who utilized one of the attendance options programs to transfer to a neighboring district and in a subsequent year are enrolled in a grade that is covered by an academic pairing arrangement. In this case, the SAC changes from SAC 01 to an academic pairing code. When the resident district's students are placed in the same school via academic pairing, the students' SAC is changed to a 05 or 06 depending on the cooperative arrangement.

Enrollment Option: Student Placed in a Third District via Care and Treatment. (Minn. Stat. §§ 125A.15 or 125A.51)

The public school district that provides instruction is responsible for reporting students on its MARSS files. Neither the resident district nor the original attendance options district should include students on its MARSS files while the students are in residential treatment programs, unless the facility is located in the resident district. For students placed in day treatment, refer to *MARSS Reporting Procedure 27* for more information.

Refer to *Procedure 16* to report students placed in a private residential or day treatment program. The resident district has reporting responsibilities when students are placed in some private or out-of-state facilities.

The resident district will generate both general education revenue and levy authority for students placed for residential treatment. It will receive a bill for full instructional tuition from the district that provides instruction. The original attendance options district is not responsible for any tuition to the treatment district.

When students leave the treatment facility, they may opt to return to the attendance options district or resident district without further application. The students may also apply to a fourth district if they meet all appropriate application and eligibility criteria.