

WEOC Special Education Process

Updated for 2024-25

Overview and Intention:

Washtenaw Educational Options Consortium (WEOC) offers programming through a shared model where students remain part of their participating local district while attending their chosen WEOC program. (For more information about the consortium see: <http://www.weoc.info>)

WEOC programs are the Early College Alliance @ EMU, WAVE, and Washtenaw International High School and Middle Academy(WIHI/WIMA). The intention of the WEOC Joint Steering Committee for special education service provision is to prioritize service to students in a model that affirms that the responsibility of service provision and oversight is maintained by the participating WEOC districts for their own students.

Enrollment Process:

WEOC Program Staff Member contacts family to explain enrollment process.

1. Reviews our waitlist and/or application and appointment process.
2. If a student is waitlisted based on application outside of enrollment dates, student coordinator contacts the family at least 4 times per year to update waitlist status. August, December-January, March, June.
3. If student is a new enrollee into WEOC participating district, and has an an IEP then family is instructed to go to LEA to enroll and begin special education intake process jointly with WEOC and LEA IEP team. A reactivation of the student in the IEP system, a **Transfer Placement of a Student with Disability** (30 day), or an emergency full IEP is then needed. TBD by Local depending on the student situation.
4. If student is new enrollee into WEOC participating district, and does not have an IEP then family is instructed to bring birth certificate, proof of residency - 2 utility bills, immunization records, parent / guardian ID, and transcripts to face to face appointment.
5. If student is a current enrollee in WEOC participating district, and has an IEP, then WEOC begins special education intake process by holding a staffing discussion with the current LEA special education director or their designee in order to develop a transfer placement of student with disability (30-day).
6. If student is a current enrollee in WEOC participating district, and does not have an IEP then WEOC begins intake process per program enrollment procedures.

If an IEP student moves forward with a placement in a WEOC Program, the joint WEOC Program/LEA IEP/ Transfer Placement of a Student with Disability (30 day) is completed and then program enrollment/orientation is scheduled and completed. For current LEA students the local district is responsible to contribute information for the IEP for the student. If student is a current enrollee in WEOC district, and has an IEP, then WEOC begins special education intake process by holding a staffing discussion with the current LEA special education director or their designee in order to develop a transfer placement of student with disability (30-day). For incoming students with an outdated eligibility/ re-evaluation IEP, the process is to complete a

Transfer Placement of student with disability (30-Day), while LEA staff work with WEOC staff to identify what specifically is needed to bring the IEP and placement into compliance. WEOC clerical/scheduling staff work together on staff assignments of case managers. Orientations should not be held until after the Transfer placement of student with disability 30-Day or IEP is completed.

WISD provides TC staff to WEOC programs. This is true where WEOC TC is referenced below.

Process	LEA Responsibility	WEOC Responsibility
Transition IEPs from local district to WEOC : Development and Implementation	<p>Individual districts have internal placement processes in place for all students, including students with IEPs. WEOC staff should be included in internal placement discussions when discussing admission to WEOC programs.</p> <p>LEA identifies a point of contact for the WEOC case managers.</p> <p>Local district case manager is responsible for providing information for the IEP to be written in coordination with the WEOC TC. District will provide information for the PLAAFP, Transition section, special factors, accommodations, and if needed, personal curriculum. Goals, Objectives, programs and services will be done in collaboration with WEOC and local staff.</p> <p>If student is a current enrollee in WEOC district, and has IEP then we begin special</p>	<p>If student is a current enrollee in WEOC district, and has IEP then we begin special education intake process jointly with program and LEA IEP team by scheduling staffing meeting with necessary members of the LEA team.</p> <p>If student is a new enrollee into WEOC district, and has IEP then family is instructed to go to LEA to enroll and begin special education intake process jointly with program and LEA IEP team. A thirty day placement or IEP may then be needed depending on the student situation.</p> <p>WEOC TC is responsible for opening the IEP and writing it in collaboration with LEA ancillary service providers for existing WEOC students. WEOC TC is responsible for opening the IEP in collaboration with the local</p>

	<p>education intake process jointly with program and LEA IEP team by scheduling a staffing meeting.</p> <p>If student is a new enrollee into WEOC district, and has IEP then family is instructed to go to LEA to enroll and begin the special education intake process jointly with the program and LEA IEP team. A thirty day placement or IEP may then be needed depending on the student situation.</p> <p>Enrollment in the LEA is required before students begin WEOC programs.</p>	<p>district case manager for new WEOC students. District will provide information for the PLAAFP, Transition section, special factors, accommodations, and if needed, personal curriculum. WEOC is responsible for Goals, Objectives, programs and services in collaboration LEA staff.</p> <p>Once the student is enrolled in WEOC, the case manager is changed to the WEOC case manager in PSSP.</p>
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Process	LEA Responsibility	WEOC Responsibility
Evaluations, Annual IEPs and REEDs: Development and Implementation	For REED: Local district point of contact/case manager/psychologist/other needed service providers collaborate and participate and lead when appropriate in the evaluation process with the WEOC TC.	<p>WEOC TC is responsible for notifications to LEA staff and helping coordinate by connecting families with LEA service providing staff in the local district IEP/MET team.</p> <p>For annual IEPs, the WEOC case manager will collect and report on the data in all areas for the IEP in collaboration with LEA ancillary service providers.</p> <p>For REED: The WEOC</p>

		Teacher Consultant and WEOC gen ed teacher will coordinate to provide needed data for the REED.
Who is responsible for administering statewide assessments?	LEA testing accommodations coordinator shares SSD number, supports requests for the transfer of accommodations when applicable.	WEOC is responsible for the administration of state testing as long as SEE status is maintained by LEA superintendent signature annually.
Responsible for providing programs and services?	Local district provides all services (related services, etc.) other than TC. Local point of contact will monitor all services being provided in collaboration with WEOC TC. <i>Option: Districts may sign an MOU with WEOC to allow WEOC to contract such ancillary service providers and bill the entire amount back to the LEA.</i>	WEOC TC provides TC services and is responsible for helping coordinate services by connecting families with LEA service providing staff in the local district IEP/MET team. <i>Option: WEOC may contract for ancillary services and bill back to the district under an MOU.</i>
Reporting on goals and objectives and sending home progress reports?	Ancillary service providers in collaboration with WEOC TC, will monitor progress of students, report on goals and objectives, and update progress reports on reporting timelines.	WEOC TC will monitor and report on goals and objectives. WEOC TC will send progress reports to parents in alignment with school reporting periods.
Who in your district reviews the student's IEP and signs the Notice of Provision of Services?	For transition IEPs, local district representative will collaborate and sign when appropriate the Notice of Provision of Services as resident district.	All other IEPs, WEOC representative will sign the Notice of Provision of Services as operating district.

Who sends out the Notice to Parents?	For transition IEPs, local case manager will collaborate and send out when appropriate the Notice.	For annual IEPs and 30-day placements, WEOC TC will send out the Notice.
Who is the district representative at IEPs?	Local district will designate the district representative.	WEOC will designate a district representative for the operating district.
What happens upon exit of a student from the program?	LEA case manager will participate as needed in a transition IEP back to LEA.	<p>WEOC TC will share information for PLAAFP, etc. and participate as needed in a transition IEP back to LEA.</p> <p>WEOC TC will complete a summary of performance for a student exiting or graduating from school.</p> <p>WEOC clerical staff will send this along with exit form and transcript to the LEA data/records contact.</p>
What happens if during the 30-Day IEP the team finds that the current placement is not appropriate (or another period of time when a student's needs change such that that the WEOC program may not be the best placement) ?	<p>LEA point of contact/ case manager will participate in staffing meetings and a transition IEP back to LEA when appropriate.</p> <p>LEA point of contact/ case manager is responsible for communicating district placement options to family.</p>	<p>IEP team will share placement concerns and data leading to those concerns with LEA point of contact.</p> <p>WEOC IEP team may make referral back to the home district.</p> <p>WEOC TC will share information for PLAAFP, etc. and participate as needed in a transition IEP back to LEA.</p> <p>WEOC TC will complete a summary of performance for a student exiting or graduating from school.</p>

		WEOC clerical staff will send this along with exit form and transcript to the LEA data/records contact.
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Approved by WEOC Joint Steering Committee: April 2025

2024 WEOC - All Programs Special Education Process Workgroup

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