

**From:** [Portier Cheryl - ADMIN](mailto:CherylPo@cksd.wednet.edu) on behalf of [Portier Cheryl - ADMIN <CherylPo@cksd.wednet.edu>](mailto:CherylPo@cksd.wednet.edu)  
**To:** [Coleman Kathryn - SPSR](mailto:Kathryn.Coleman@cksd.wednet.edu)  
**Subject:** RE: Special Education Procedure Revisions  
**Date:** Thursday, October 30, 2014 12:09:14 PM

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The most recent model on WSSDA's website have a revised date of 2011. Don't think that's what you're looking for.

Maybe you can write to M Simmons as WSSDA (in the email below) and ask when one can expect to see the updated model policy on WSSDA's site.

I can fetch these from the site for you and so can any other Administrative Secretary.

**Cheryl Portier**

**CKSD Operations**

Tel: 360-662-1616

Fax: 360-662-1611

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**From:** Coleman Kathryn - SPSR  
**Sent:** Thursday, October 30, 2014 10:19 AM  
**To:** Portier Cheryl - ADMIN  
**Subject:** FW: Special Education Procedure Revisions

Are you the one who can find me WSSDA's latest version of 2161 and 2161P?

Thank you,

K

Kathryn Coleman  
Director of Special Services  
Central Kitsap School District  
360-662-1040

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**From:** Kim Bahrenburg [<mailto:Kim.Bahrenburg@k12.wa.us>]  
**Sent:** Tuesday, July 29, 2014 1:10 PM  
**To:** Kim Bahrenburg  
**Subject:** FW: Special Education Procedure Revisions

***The following information is being sent to ESD and district business managers, special education directors/coordinators and administrative staff:***

The Washington State School Directors' Association (WSSDA) has updated the special education policy and procedures (2161 and 2161P). School districts are required to update their procedures to address changes to:

- Consent for public insurance and benefits;
- Evaluation processes that include moving from Part C to Part B;

- Reevaluation procedures;
- IEP development (to address providing copies of the district's required notification of isolation or restraint and changes to aversive intervention language;
- Information on transfer students;
- Information in the procedural safeguards;
- Appointment of an educational representative;
- Due process hearing procedures; and
- Discipline.

The procedures also contain housekeeping changes which include: child find, parent participation, evaluation requirements, reevaluation and graduation requirements, private schools, and revocation of consent.

WSSDA's suggested changes to the special education policy 2161 include cross-references to the restraint and isolation laws only. You may obtain the updated policy and procedures through WSSDA.

Districts are required to revise their procedures in response to regulatory changes and provide OSPI with copies of those changes. Once procedures are updated, provide OSPI a copy of the revised procedures and a copy of the updated policy if the district chooses to revise their district policy. **The updated policy and procedures should be sent** to the Superintendent of Public Instruction (OSPI), Special Education Department, P.O. Box 47200, Olympia, WA 98504, Attention: Kathy Cutlip. The District's procedures should be revised and sent to OSPI **by January 30, 2015**.

Please also note, charter schools must have policies and procedures in place by the start of the charter's school year.

If you have questions about the WSSDA policies and procedures please contact Megan Simmons, assistant to Heidi Maynard at: [M.Simmons@wssda.org](mailto:M.Simmons@wssda.org) or 360-252-3018.

If you have questions about required changes to procedures or question about this email, please contact Pam McPartland at [Pamela.mcpartland@k12.wa.us](mailto:Pamela.mcpartland@k12.wa.us) or 360-725-6075.

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