

**Application Date:** \_\_\_\_\_ **County/District Codes:** \_\_\_\_\_

**Public School District:** \_\_\_\_\_ **County:** \_\_\_\_\_

**District Contact Person:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_

**Oklahoma State Department of Education (OSDE) Guidelines Regarding  
Out-of-State Residential Placement Reimbursement Assistance**

Oklahoma’s local educational agencies (LEA) must offer children with disabilities a free appropriate public education (FAPE) in the least restrictive environment (LRE) appropriate to their unique needs. A student’s Individualized Education Program (IEP) team may determine that a child’s educational needs cannot be met in a regular public school setting. In those situations, the IEP team must consider other settings in which to deliver the child’s special education and related services, which may include an out-of-state residential placement. The documentation that a residential school placement is the LRE, thus removing the child from his/her home and community, must come only after certain considerations have been addressed. Please provide documentation of these considerations below:

1. Has the student received a comprehensive evaluation utilizing assessments or other materials selected and administered so as not to be discriminatory on a racial or cultural basis, provided and administered in the student’s native language or other mode of communication, unless it is clearly feasible not to do so, using a variety of assessment tools and strategies to gather relevant functional and developmental information about the child, including information provided by the parent and information related to enabling the child to be involved in and progress in the general curriculum, to assist in determining when the child is a child with a disability?

**APPLICATION FOR OUT-OF-STATE RESIDENTIAL PLACEMENT  
TIER I HIGH NEED REIMBURSEMENT ASSISTANCE**  
*This application must be received by the Oklahoma State Department of Education by the fourth Friday of July*

Documentation of Consideration:

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2. Has the student’s IEP been developed with meaningful involvement of the student’s parent(s) or guardian(s), teacher(s), the student (when appropriate), and included persons knowledgeable about the student, the meaning of the evaluation information and the continuum of alternative placement options?

Documentation of Consideration:

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Has the district ensured that due to the child’s unique educational needs FAPE cannot be provided in the least restrictive environment (LRE) with the use of supplementary aids and services? If yes, please include documentation that supports the district’s efforts to provide FAPE in the LRE.

Documentation of Consideration:

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3. Has the district identified expected benefits from a residential placement in addressing the full range of the student’s unique needs in the areas of academic or educational achievement and learning characteristics, social development, physical development and management needs?

Documentation of Consideration:

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**In addition, for students recommended for residential school placements, the IEP team must consider the following questions:**

- 4. Has the district informed the student’s parent(s) about community support services that they may access for additional support?

Documentation of Consideration:

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**AND**

Has the district involved other agencies (e.g. Developmental Disabilities Services Division (DDSD)) in planning for a student who may be in need of a residential school placement?

Documentation of Consideration (may attach if needed):

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**If it is determined by the IEP team that the student requires placement in an OOS residential school for FAPE \*, the IEP team must do the following BEFORE the OSDE can approve the district for Tier I reimbursement:**

- ✓ Identify a residential facility which can provide appropriate special education and related services necessary for FAPE in view of the student’s disability and unique needs.
- ✓ Secure the input and written approval of the OSDE.
- ✓ Make application and contract with the appropriate educational residential program for a concrete “not to exceed” amount of funds, providing a copy of the signed contract to the OSDE.
- ✓ Complete necessary forms associated with the residential placement, and provide the OSDE with copies of these documents.

**❖ A copy of the student’s current IEP, indicating the LRE decision made by the IEP team, must accompany the application.**



(District Completes)

## Decision Matrix Documentation Review

Application Date: \_\_\_\_\_ County/District Codes: \_\_\_\_\_

Public School District: \_\_\_\_\_ County: \_\_\_\_\_

District Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Student Name: \_\_\_\_\_

Review Date: \_\_\_\_\_

OSDE Reviewers/Positions: \_\_\_\_\_

\_\_\_\_\_

(OSDE Completes)

**Date of Completion**

1. Date Application was Received \_\_\_\_\_

2. Completion of Application \_\_\_\_\_

3. Required Documents \_\_\_\_\_

4. Demonstration of Need \_\_\_\_\_

### Decision Matrix Summary

- Tier I funds **are** **are not** currently available for reimbursement to \_\_\_\_\_ Public School District.
- Written notification of the availability of Tier I funds was provided to \_\_\_\_\_ Public School District on \_\_\_\_\_.  
(date)
- If funds are not available, Tier I request data was entered into the Tier I funding database on \_\_\_\_\_ by \_\_\_\_\_.  
(date) (finance team member)