

Jeffrey C. Riley

*Commissioner*

***Massachusetts Department of Elementary and Secondary Education***

*75 Pleasant Street, Malden, Massachusetts 02148-4906 Telephone: (781) 338-3000 TTY: N.E.T. Relay 1-800-439-2370*

# TO: FROM: DATE:

**RE: SASID:**

The Department of Elementary and Secondary Education (the Department), through its Special Education in Institutional Settings program (SEIS), is responsible to provide special education services to eligible students in certain institutional settings, including facilities administered by the *Host Agency*. SEIS has received the Individualized Education Program (IEP) for the above-referenced student, who currently resides in a *Host Agency* -operated facility and is enrolled in your district. The purpose of this letter is to identify the district’s responsibilities for educating this student while the student resides within a *Host Agency* facility.

Sample

SEIS provides academic instruction to students in *Host Agency* facilities, and special education instructional services, subject to appropriation and resource availability. There may be special education services required by the student’s IEP, however, that SEIS cannot provide, such as speech and language, counseling, and other related services. When this occurs, it is the responsibility of the district to ensure that these services are provided to the student. See 603 CMR 28.06 of the Massachusetts Special Education Regulations.

This letter notifies the district that SEIS is unable to provide the above-referenced student with the following service(s) as written in the student’s IEP:

The district may identify service providers to deliver the services identified above at the *Host Agency* facility in which the student resides. The district may also discuss other options with the student’s parent or guardian, including, when related services are at issue, amending the IEP with the parent’s consent (such an amendment should be limited to the period of time that the student is in the *Host Agency* setting), and/or reconvening the Team to discuss the student’s current needs. If the IEP is out-of-date, the district must reconvene the IEP Team to develop a new IEP. If the IEP is unsigned, the district must obtain a signature.

An SEIS School District Liaison (SDL) will assist the district to convene a Team, if necessary, and to comply with *Host Agency* policies and protocols in serving the student.

As a first step, the district should review the student’s IEP and contact the SDL listed below as soon as possible to coordinate and answer any questions the district may have. The SDL can provide the district with referrals to service providers available to contract with the district to provide the required services to the student.

# SEIS SDL:

**Address:**

**Phone:**

**Fax:**

**Email:**

Thank you for your attention to this matter.