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**SPECIAL EDUCATION PIN PROCESS FOR MISSED SERVICES**

Pathways Academy Adult Education (“Pathways” or the “Charter School”) adopts this Special Education Progress Improvement Notification (“PIN”) Process for Missed Services Policy to apply to students enrolled in Pathways.

The Special Education department of Pathways is required to provide a Free and Appropriate Education (“FAPE”) to all students who qualify for special education and related services under the Individuals with Disabilities in Education Act (“IDEA”) and corresponding California law. The purpose of this policy is to outline the steps that will be taken by the special education department if/when students are not attending the special education and/or related services included in their Individualized Education Programs (“IEPs”).

The following steps will be taken when a student with an IEP is not attending their scheduled special education and/or related service(s). An “unexcused absence” is a cancellation with less than 24 hours’ notice to the special education service provider(s).

1. Case manager and/or service provider(s) will track, via service logs, the number of unexcused absences from special education and/or related service(s) a student has accumulated.
2. Once a student accumulates three (3) unexcused absences from special education and/or related service(s), the service provider will contact the case manager (if the service provider is not the case manager) and provide dates of the missed services. The case manager will then contact a program specialist/special education administrator. The administrator will contact the student’s educational right’s holder (either the adult student, or the student’s parent(s)/guardian(s)) to discuss the reason(s) for the missed services. The administrator will confirm with the adult student and/or parent(s)/guardian(s) the date/time of the next scheduled special education and/or related service(s) to facilitate student access and attendance.
3. Once a student accumulates five (5) unexcused absences from scheduled special education and/or related service(s), an IEP meeting will be scheduled. During the IEP meeting, the administrator will review Pathways’ offer of FAPE with the adult student and/or parent(s)/guardian(s), along with the IEP team’s concerns regarding the student’s access of the service(s). The IEP team will discuss the following available options:
  - a. The IEP team, including parent(s)/guardian(s) and/or adult student, may discuss a change in schedule for special education and related service(s), to support student’s attendance and access to the service(s).
  - b. The IEP team, including parent(s)/guardian(s) and/or adult student, may discuss alternative service delivery options to ensure student is able to access and receive FAPE.
4. Once a student accumulates six (6) unexcused absences to special education and/or related service(s), a PIN will be issued to the parent(s)/guardian(s) or adult student.

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- a. A PIN will be issued for each additional missed service.
  - b. Once a student receives three (3) PINs for missed special education and/or related service(s), an IEP meeting will be held with the adult student and/or parent(s)/guardian(s) to discuss challenges related to student's attendance and access of the service(s), and Pathway's offer of FAPE. The IEP team, including parent(s)/guardian(s) and/or adult student will discuss the appropriateness of the independent study setting and potential alternative educational placement options, if appropriate.
  - c. If a change of placement is determined by the IEP team, consent by the adult student and/or parent(s)/guardian(s) will be required prior to implementation. Pathways may file for due process with the California Office of Administrative Hearings ("OAH") to ensure student receives FAPE if an agreement is not reached through IEP meetings.
5. At any point in time, parent(s)/guardian(s) or adult student can revoke consent to special education and related services. Student would then be considered a general education student, without the protections and rights of a student identified as a student with special education services.
  6. At any point in time, parent(s)/guardian(s) or adult student can choose to enroll student in a traditional brick-and-mortar school, or alternative local educational agency ("LEA"), at which time Pathways would no longer be student's responsible LEA.