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**SPECIAL EDUCATION PIN PROCESS FOR MISSED SERVICES**

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

The Special Education (“SPED”) department of Pathways Academy Adult Education (“PAAE”) is required to provide a Free and Appropriate Education (“FAPE”) to all SPED students. The purpose of this policy is to outline the steps that will be taken by the SPED department if the parent/guardian and student responsibilities are not fulfilled per a signed Individualized Education Plan (“IEP”).

The following process will be followed when a SPED student is not attending their SPED and/or related service(s). A “no show” is a cancellation with less than 24 hours notice to the SPED provider.

1. Case manager and/or service provider will keep track via a contact log of how many no-shows to a SPED and/or related service(s) a student has accumulated.
2. Once a student accumulates three (3) no-shows to SPED and/or related service(s), the case manager will contact a program specialist, and the SPED provider will email the student’s case manager with dates of services missed. SPED administration contacts the adult student and/or the parent/guardian to discuss the reason(s) for missed services. SPED administrator will confirm with the adult student and/or parent/guardian the date/time of the next scheduled SPED and/or related service(s) to ensure student attendance.
3. A FAPE IEP is held after a total of five (5) no-shows to services. During the FAPE IEP meeting, the SPED administrator will discuss FAPE with the adult student and or parent/guardian along with the IEP teams concerns and the following available options:
  - a. If the student is a minor the parent/guardian can ensure the student attends SPED and/or related service(s) and PAAE will continue to monitor compliance. SPED administrator will discuss options with the adult student and/or the parent/guardian to ensure attendance at SPED and/or related services such as switching the date/time of service and/or delivery model (as PAAE is an independent study online only school all services are virtual with various forms of virtual service delivery).
  - b. Adult student and/or parent/guardian can withdraw consent for SPED placement, which would include withdrawing consent for SPED and/or related services.
  - c. Adult student and/or parent/guardian can choose to enroll student in a traditional brick and mortar school where the student would be ensured access to FAPE.
  - d. PASAE can file due process to ensure the adult student is receiving FAPE.
4. At the 6th no-show, a Progress Improvement Notification (“PIN”) will be issued to the student.

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5. A PIN will be issued for each additional missed service.
6. Once a student receives three (3) PIN's for missed SPED services, an IEP meeting will be held with the adult student and/or parent/guardian to discuss issues of the student not attending SPED and/or related services. The IEP team will also discuss if it is in the best interests of the student to remain in independent study or if a change of placement is warranted.
7. If a change of placement is determined by the IEP team, the adult student and/or parent/guardian consent would be required. PAAE cannot voluntarily withdraw a student without an adult student and/or parent/guardian consent.