



Cleveland Heights-University Heights City Schools Department of Student Services

New Student Enrollment Procedures – Students with Disabilities/Special Education Services

At the time of enrollment, Parents/Guardians of students who have received special education services in another district through an Individualized Education Program (IEP) should bring with them a copy of the most recent IEP and Evaluation Team Report (ETR). If the parent/guardian does not have their copy, they will be asked to sign a release to obtain copies from the previous school district.

After enrolling, copies of the IEP and ETR will be sent to the appropriate Coordinator of Special Education. The Coordinator of Special Education will review the IEP and ETR and determine the appropriate services/placement based on what is written in the student's IEP.

For elementary students: After the Coordinator of Special Education has reviewed the file, the parent/guardian will receive a phone call from the Coordinator or a representative of the Student Services Department to advise them of the school to which the student has been assigned (if it is different than the home school) as well as a school start date. The Coordinator will also notify the school and the special education teacher to which the student has been assigned and forward the student's records.

For middle school students: After the Coordinator of Special Education has reviewed the file, the parent/guardian will receive a phone call from the Coordinator or a representative of the Student Services Department to advise them of the school and counselor to which the student has been assigned as well as a school start date. The Coordinator will also notify the school and the special education teacher to which the student has been assigned and forward the student's records. The student will receive a schedule from the counselor on the school start date.

For high school students: At the time of enrollment the student will select a small school. After the Coordinator of Special Education has reviewed the file and small school selection sheet the Coordinator, or a representative from the Student Services Department, will notify the parent/guardian of the small school to which the student has been assigned. The parent/guardian will also be notified of the counselor to whom the student should report to create a schedule. The student is to go to the assigned counselor at Cleveland Heights High School at 2:00 p.m. on Monday, Wednesday, Thursday, or Friday to create their schedule. The Coordinator will notify the school and the special education teacher to which the student has been assigned and forward the student's records.

Frequently asked questions:

What if I don't have a copy of my child's IEP and/or ETR?

It is important that the CH-UH City School District receive a copy of these records to provide your child with the appropriate services. If you do not have the records with you, we will ask you to sign a Release of Records to obtain records from your child's previous school.

How long will it take until my child can start school?

The IEP and ETR will enable the Coordinator to determine the correct services. Provided the IEP and ETR are presented at the time of enrollment, the student should be placed within a 24-48 hour period depending upon when you enroll. In the event the IEP and ETR are not available at the time of enrollment, placement may be delayed for a short period of time until the IEP and ETR are received from the previous school district or until the Coordinator can make a determination for placement by contacting the previous school.

Will my child attend his/her home school?

We make every effort to send children to their home school. However, not all special education services are offered at every building. The decision of your child's placement is based on the services outlined in the IEP, unique needs of your child's disability, IEP goals and objectives, class size, and facility needs (i.e., wheelchair accessible). In the event your child cannot be placed in their home school, transportation will be provided to the school to which they are assigned.

Please call 216-371-7435 with questions on the enrollment procedures for students with disabilities.