

Telos Academy – Frequently Asked Questions: Special Education

Several students who are enrolled at Telos Academy have Individualized Education Plans or educational testing that suggests possible learning disabilities. In addition to the standard clinical and academic services offered to all students, Special Education services are allocated to assist students with verified need. This document will help inform you about the common procedures associated with a student who receives Special Education services at Telos Academy.

1) Is Telos Academy equipped to serve a student who enrolls with an active IEP?

-Yes, Telos Academy employs a full-time Special Education Coordinator who is licensed in K-12 Special Education. In addition, the Academic Director also maintains certification in Special Education. These individuals oversee all Special Education services provided through Telos Academy. Telos Academy is contracted with several school districts (and their respective state offices) to continue providing the documented supports and interventions included within a student's IEP. In addition, the teaching staff at Telos Academy receive regular training on learning disabilities, interventions and behavior management and instructional strategies that are beneficial to serve students with identified Special Education needs.

2) How does Telos Academy work with my school district to service Special Education needs? How does Telos Academy report progress on an IEP to funding school districts? How often does this occur?

-The Special Education Coordinator takes the lead in communicating with funding school districts regarding the students who are placed with an active IEP. In addition, students who are placed without an IEP may also receive services while the parents or home school district are working together to generate an initial IEP. Below are several modes that are used by Telos Administration to communicate services to students with Special Education needs:

- **Transcripts** – All credits earned at Telos can be amalgamated into an official transcript. Transcripts can be requested by a funding school district at any time.
- **Quarterly Progress Report** – Telos Academy Special Education staff generate a progress report on specific student IEP goals and targets up to five times each year. In addition, if the funding school district requires electronic documentation/reporting software such as SEIS (Special Education Information System), our staff are available to be trained on such software. The report includes information on the student's progress and performance, including grades, reports from teachers, residential staff and therapists, as well as specific reporting on IEP goals. *Please refer to the attached documents to view the Quarterly Progress Report and an example report.* These reports are sent to an identified contact at the school district as outlined in the master contract.
- **Various IEP related meetings** – The Special Education Coordinator is available to attend the meetings listed below. In some cases, the student's primary therapist can also arrange to attend to provide current clinical assessment and appropriate recommendations. Attendance in such meetings is exclusively conducted through conference calls.
 - **Initial IEP Meeting**
 - **Annual IEP Review Meetings**
 - **IEP 3 Year Reviews**
 - **IEP Amendment Meetings**
 - **ITP (Individual Transition Plan) Coordination Meetings**
***Telos Academy administration requests at least two weeks prior notice of such meetings to ensure that the schedules of the needed staff can be arranged accordingly.*
- **IEP Goal Revisions** – After the student has been enrolled for 2-3 months, Telos Academy often can provide observational information and recommendations on adjustments to student goals and targets. When such revision is conducted, Telos Academy requires the new goals in written form and also will provide statements that the IEP will be enforced as stated in the new document.
- **Special Education Recommendations** – Students who benefit from specialized education support at Telos often want and need to continue to receive similar services in their next placement. 504 Plans and accommodation recommendations are coordinated on a case by case basis.
- **Assessment Records** – If a student completed educational testing at Telos (such as a Woodcock Johnson), a summary report should be collected before a student discharges.

3) My student does not have an IEP or 504 Plan. Can he obtain one before he discharges?

-IEP's are created only by public home school district's; thus Telos does not create IEP. On the other hand, 504 Plans may be recommended by Telos when appropriate. Our Special Education Coordinator is responsible to assist in providing the next school with the documentation required to implement a 504 Plan.

4) My son has a current IEP. What do I need to do before he transitions to another educational placement?

-If your student has a current IEP, you will need to have a transition meeting attended by: the Special Ed coordinator and/or Academic Director, your son's primary therapist, and representatives from your home school district. The student may be present, but is not required to be. If the student is 15 years old, he legally must be invited to this meeting. Keep your school district informed of the timeline of your son's discharge and they will set up a transition meeting with the needed individuals. It is most helpful if you provide them with the email contacts of our Special Ed coordinator to facilitate the set-up of this event.

5) How does Telos Academy collect data used to report progress on IEP goals?

- The Special Education coordinator uses both quantitative and qualitative data to chart progress on student IEP goals. Depending on the specific goal, Telos can gather data on frequency and quality of both academic and behavioral targets. Often, teacher reports are elicited each quarter to include on the Quarterly Progress Report. In other cases, customized behavioral charting is used to identify student progress on stated goals.

If you have further questions regarding the special education services that Telos offers, please contact the academic director (kevin@telosrtc.com) or the special education coordinator (krystal@telosrtc.com), they will be happy to assist any way they can.