

TO: Special Education Manager

**Washington Township Public Schools**  
**Department of Student and Special Education Services**  
**SPECIAL EDUCATION PLACEMENT FORM**

**Please Select One:**

\_\_\_\_ New Registration      \_\_\_\_ Change of Classification      \_\_\_\_ Declassification      \_\_\_\_ Homebound  
\_\_\_\_ Newly Classified      \_\_\_\_ Change of Program      \_\_\_\_ Transfer / Drop Out      \_\_\_\_ Ombudsman  
\_\_\_\_ Change of School

Student's Name \_\_\_\_\_ ID # \_\_\_\_\_ DOB \_\_\_\_\_ Race \_\_\_\_\_ Sex \_\_\_\_\_  
Address \_\_\_\_\_ Telephone \_\_\_\_\_  
City, Zip \_\_\_\_\_  
Parent(s) Name(s) \_\_\_\_\_  
Student's Home School \_\_\_\_\_

**Current Information:**

School \_\_\_\_\_ Grade \_\_\_\_\_ AM/PM Teacher: \_\_\_\_\_  
Classification \_\_\_\_\_ Self-Contained/Resource Room \_\_\_\_\_  
Type of Program \_\_\_\_\_ Last Day on Roll \_\_\_\_\_  
1:1 Assistant Yes \_\_\_\_\_ No \_\_\_\_\_ (If yes, assistant's name) \_\_\_\_\_

**Change of Information:**

New School \_\_\_\_\_ Grade \_\_\_\_\_ AM/PM Teacher \_\_\_\_\_  
Classification \_\_\_\_\_ Self-Contained/Resource Room \_\_\_\_\_  
Type of Program \_\_\_\_\_ First Day on Roll \_\_\_\_\_  
1:1 Assistant Yes \_\_\_\_\_ No \_\_\_\_\_ (If yes, assistant's name) \_\_\_\_\_

**Comments:**

Case Manager's Signature \_\_\_\_\_ Ext. # \_\_\_\_\_ Date \_\_\_\_\_

**Special Transportation Requirements:**

\_\_\_\_ Wheelchair lift/ramp      \_\_\_\_ SeatBelt      \_\_\_\_ Carseat (size: lbs.)      \_\_\_\_ Safety Vest  
\_\_\_\_ Restraining straps      \_\_\_\_ Airconditioned Bus \*\*      \_\_\_\_ Curb to Curb      \_\_\_\_ Van  
\_\_\_\_ Aide on Bus (\_\_\_\_ CPR\*\*/\_\_\_\_ Sign Language)      \_\_\_\_ 1:1 Busaide (\_\_\_\_ CPR\*\*/\_\_\_\_ Sign Language)  
\_\_\_\_ Seizure Protocol: (explain) \_\_\_\_\_ Bus number \_\_\_\_\_

\*\*completed medical card needed

\*\*\*doctor's note needed stating medical reason

Copies to: CST Secretary

Transportation Department Manager

School – *Elementary*

*Middle*

*High*

Principal, Principal's Secretary, Nurse

Principal, Guidance Counselor, Guidance Secretary, Nurse

Executive Assistant Principal, Guidance Counselor, Guidance Secretary, Nurse