

THE SCHOOL DISTRICT OF PHILADELPHIA
OFFICE OF STUDENT RIGHTS AND RESPONSIBILITIES
 440 N. Broad Street, 2nd Floor
 Philadelphia, PA 19130

RACHEL HOLZMAN, ESQ.
 400-4830
Deputy Chief

Telephone: (215)

Fax: (215) 400-4226

Procedures for submitting a Disciplinary Hearing Referral via email

- Complete the disciplinary transfer resolution in SIS.
- Complete the following required documents with dates and signatures where needed.

<u>Required Documents for ALL students</u>	<u>Additional Documents for Special Ed and 504</u>
Notice of Suspension	Manifestation Determination
Parent Conference letter	Permission to Evaluate or Permission to Re-Evaluate
Alternative Education for Disruptive Youth (AEDY)	Evaluation Report
Behavior Performance Review Worksheet (the BPR is for regular edu. students only)	IEP
Behavior Performance Review Results	Functional Behavior Assessment
Student Assessment Program (SAP)	Behavior Plan
Witness Statements	Notice of Recommended Educational Placement/Prior Written Notice (existing at the time of the incident)
Evidence (Photographs, medical reports etc.)	Notice of Recommended Educational Placement/Prior Written Notice (indicating the proposed discipline action)

- Complete the Disciplinary Hearing Referral Checklist
- Use the checklist as a coversheet for all other required documents and scan them to the DisciplineDocuments@philasd.org email address. (**Only the signature pages for Special Ed documents need to be scanned and submitted (for example, do not scan the entire Manifestation Determination, just scan the signature page after it has been signed by all required parties).*)
- All signed documents should be scanned in one email. Use your school name, student name and the student ID number in the subject line (ex. Fake School Elementary – John Doe 1234567)
- If you receive a request for corrections or more information, please REPLY to the email chain and attach the corrections. DO NOT start a “new” email. DO NOT resend all of the documents.

Remember: All files must be submitted within 7 calendar days from the date of the incident. If there are extenuating circumstances please contact The Office of Student Rights and Responsibilities immediately to request an extension.

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**** For support or assistance with submitting a referral for disciplinary hearing, please contact your school's assigned support person at 215-400-4830.**