**Disciplinary Hearing Referral - Submission Procedures**

* **Complete all three of the following resolutions** in SIS before submitting a file:
	+ *Out of School Suspension*
	+ *Referral to Incident Control Unit*
	+ *Referral for Disciplinary Transfer*
* If requesting an interim placement prior to hearing, complete “**Interim Placement Referral**” and email it to Director and Deputy Chief of Student Rights & Responsibilities
* Complete the “**Disciplinary Hearing Referral Checklist**” (r*equired documents below)*
* Use this checklist as a Cover Sheet when scanning all documents and send to DisciplineDocuments@philasd.org for review.
	+ Use your school name, student name and the student ID number in the subject line (ex. SDP 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.
* **For students with SPED/504 plans**, please upload all additional documentation to EasyIEP *prior* to sending disciplinary hearing documents.
* **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.
* Once submissions are reviewed/complete, a disciplinary hearing will be scheduled.

| **Required Documents (Email)** | **Additional Documentation (EasyIEP)** **SPED/504 ONLY** |
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| Notice of Suspension | Manifestation Determination  |
| Parent Conference letter | Permission to Evaluate or Permission to Re-Evaluate |
| Alternative Education for Disruptive Youth (AEDY) Referral  | Evaluation Report |
| Behavior Performance Review Worksheet(Do not complete for SPED/504) | IEP |
| Behavior Performance Review Results | Functional Behavior Assessment |
| Student Assessment Program (SAP) Referral & Consent/Refusal of Services | 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 disciplinary action) |

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