**Request for Interim Placement**

While awaiting a disciplinary hearing and decision, schools may request an interim placement if the student’s presence poses a threat to the school community. For special education students, interim assignments will only be granted if there is documentation of weapons, drugs, or serious bodily injury, regardless of the behavior being a manifestation of the student’s disability.

Requests for an Interim Placement should be submitted via email to the Director and/or Deputy Chief of Student Rights and Responsibilities **no later than the second day of the student’s suspension.**

**NOTE:** If this request is approved, the **Alternative Education for Disruptive Youth (AEDY)** and the **Student Assistance Program (SAP)** forms will be requested. Best practice is to have both forms completed as soon as possible to avoid any delay in processing the interim placement.

**Student Information**

**Student Name: Student ID#:**

**School:       Grade:**

**Check one: General Education: ☐ Special Education: ☐**

**Incident Details**

* **Rule Violation/s:**
* **Please provide a summary of the incident:**
* **Have any victims been identified?** **☐ Yes** **☐ No**
	+ **If yes, please provide details:**
* **Were there any injuries as the result of this incident?** **☐ Yes** **☐No**
	+ **If yes, please provide details and attach any documentation of medical treatment:**