

North Point Educational Service Center
ALC & GLC Student Placement Process

2025-2026

This process may be altered by NPESC depending on individual placement situations.

Step 1. Contact the NPESC Supervisor of the program you are interested in discussing a placement for a student.

Step 2. The NPESC Supervisor will organize an initial information gathering meeting with representatives of the requesting district, NPESC supervisor, and the NPESC Assistant Superintendent of Programs and Personnel as needed. The student's Evaluation Team Report (ETR), Individual Education Plan (IEP) and * Functional Behavioral Assessment (FBA) will be reviewed by the team along with any other related information available. Students on 504 plans are not eligible for the ALC or GLC.

An FBA or equivalent information may be required prior to any final placement determination in programs for students with emotional disabilities.

Parents/guardians of the student do not attend the initial information gathering meeting unless deemed necessary.

Step 3. With the support of the team, an observation by NPESC representative(s) will be scheduled in the student's current placement if deemed necessary.

Step 4. NPESC will make a recommendation if a placement is appropriate based on all the information presented. If NPESC representatives feel the placement is not appropriate or there is a high level of concern, those concerns will be presented to the team and discussed.

A temporary trial placement may be used with the agreement of the full team.

Step 5. Upon approval, district representatives will coordinate with the NPESC program supervisor to schedule a formal visit for parents/guardians of the student to the program. A meeting may be established for the NPESC teacher to meet the student. Parents must fill out the NPESC Enrollment forms via Final Forms or the district provides the information.

Step 6. The IEP team will convene and determine placement change, services and start date.

If a 1:1 Educational Assistant is determined as a related service, the team needs to consider the availability of a 1:1 assistant prior to starting the placement. A plan needs to be developed prior to placement to ensure this service is available for the student on the first day of placement.

Step 7. Welcome the student on the start date!