

# Education Outplacement Admission Process

Outplacing your child to an approved private special education school can be a stressful and confusing process, but we're here to help. We have broken down the process into 5 major steps for you to use as a guide to help navigate your child's outplacement.



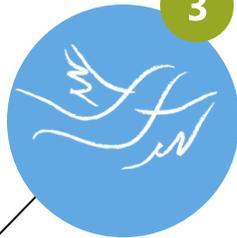
## 1 REFERRAL

The Academies and the Transitional Academy at Ädelbrøk are school district funded. The first step of educational outplacement is to obtain a referral from your child's school district, which is a decision reached at a Planning and Placement Team (PPT) meeting. The referral will include documentation, for example your child's Individualized Education Plan (IEP) and other relevant reports.



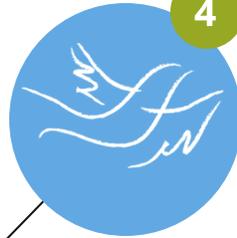
## 2 TOUR

After receiving the referral, the Director of the appropriate Academy/Transitional Academy will review your child's IEP and other reports sent to us by the district. The Director of Admissions will then reach out to you to set up a tour. The tour is a great opportunity to ask any questions you may have and learn more about our programs.



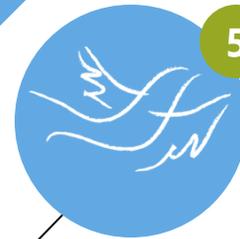
## 3 PAPERWORK

Once you decide that Ädelbrøk would be the right fit for your child, the Director of Admissions will provide you with education and medical intake paperwork. The Director of the Academy/Transitional Academy and the Director of Nursing will need to educationally and medically clear your student, to ensure we can meet their needs, in order for them to be admitted to Ädelbrøk.



## 4 PPT

Once your student is medically and educationally cleared, and you decide that Ädelbrøk would be a good fit for your child, a PPT will be set up with Ädelbrøk and the school district to discuss the success, goals and objectives of your child.



## 5 START DATE

During the PPT, a start date is decided upon and transportation logistics are initiated by the school district. Transportation usually takes about 5 days to set up.

For more information regarding education admissions, please contact the **Director of Admissions & Program Development,** Carol Buikus

[cbuikus@adelbrook.org](mailto:cbuikus@adelbrook.org)  
(860) 759-3041