

STATE OF MINNESOTA  
Department of Education  
Special Education Section

Code XVI-B-66

TO: Superintendent of Schools

FROM: Thomas B. Irvin, Consultant  
Special Education

SUBJECT: CHANGE IN STANDARDS RELATING TO THE ENROLLMENT OF PUPILS IN CLASSES FOR  
THE EDUCABLE MENTALLY RETARDED

In recent years there has been a significant increase in the number of classes for the mentally retarded throughout the state. Because of this, it has been necessary to develop a more efficient and convenient system of reporting pupils enrolled in the classes and approving the programs for reimbursement.

Beginning with the current (1961-62) school year, the special class card, which was required in the past, will no longer be used. Code XVI-C-13a, "Special Class Medical Report Form" replaces the medical information portion of the Special Class Card. However, it is not to be sent to the Special Education Section. The forms listed below will be required from each school district operating a special class for educable retarded children:

1. Code XVI-C-30: "Information on Special Classes for Mentally Retarded Children".
2. Code XVI-C-30a: "Notice of Change in Enrollment in Special Classes for Mentally Retarded Children".

This memorandum outlines the procedure to be followed in using these forms, including standards and procedures relating to (1) eligibility and admission of pupils; (2) trial placement; and (3) approval of the program for reimbursement.

A supply of each of the new forms is enclosed with this memorandum. Also, additional copies of this memorandum are included for distribution to principals, supervisors and special class teachers.

## I. ELIGIBILITY OF PUPILS

### A. Responsibility

1. A child's eligibility for special instruction and services must be determined by the administrative officer of the school district, prior to admission, based on the results of a careful individual study of the child.
2. Each child being considered for placement must be given (1) a medical examination by a licensed physician and (2) an individual psychological examination by a certified psychologist. Additional information relating to the pupil's school record is also required, as outlined on pages 8 to 10 of the manual, "Directives Relating to Special Education for Educable Mentally Retarded Children" (Code XVI-B-32).

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## B. Forms and Procedures

1. Medical Record Form. In the past, the reverse side of the Special Class Card included a medical record form to be completed and signed by the physician. However, since the cards will no longer be used, the new form (Code XVI-C-13a) is to be used for recording medical information on newly enrolled pupils.
  - a. If a school district presently has a medical-health record form for general use in the school which would be adequate for the special class pupils, this may be used in lieu of the new form.
  - b. The medical record form or its equivalent is to be filed in the child's pupil record folder in the district, and is not to be sent to the Special Education Section unless requested.
2. Psychological Report Forms. Psychologists generally have their own forms for reporting test results to the district. This form is to be placed in the child's folder at school, and is not to be sent to the Special Education Section unless requested.

NOTE: Generally, special class pupils should be re-examined by a psychologist every two or three years, and more frequently if necessary in individual cases.

## C. Standards of Eligibility

Standards of eligibility for educable retarded children are outlined on pages 2 and 3 of the manual, "Directives Relating to Special Education for Educable Mentally Retarded Children". (Code XVI-B-32)

NOTE: Copies of this manual may be secured by contacting the Special Education Section.

## II. ADMISSION TO CLASSES

### A. Placement of Eligible Pupils

Pupils who meet all of the standards for admission to the special class, as outlined on pages 2 and 3 of the manual, "Directives Relating to Special Education for Educable Mentally Retarded Children", may be placed in the special class without prior approval by the Special Education Section.

NOTE: Minnesota regulations require that each child enrolled in the special class must be approved by the Commissioner of Education. See Section III following.

### B. Trial Placement

Generally, pupils with I.Q.s between 50 and 75 are considered eligible for placement in a class for educable retarded children. Pupils who score above or below these limits may in certain instances be admitted to the special class on a trial basis, as outlined below:

1. Children with I.Q.s between 76 and 80 inclusive, whose needs, in the judgment of the local administration, can best be served in a special class, may be admitted to the class on a trial basis without prior approval by the Special Education Section. See item 3 following.
2. Children with I.Q.s above 80 or below 50

- a. If a child scores above 80 or below 50 I.Q. on an individual intelligence test, but the local administration feels that his needs can best be served through placement in a special class, a request for approval of such placement on a trial basis must be submitted to the Special Education Section.

NOTE: A child in this category may not be admitted to the special class until notification of his approval has been received from the Special Education Section.

- b. Procedure. A complete record on the child must be submitted with the written request, including all information outlined under section I-A (page 1) of this memorandum, and any additional information which may be helpful in making a judgment as to the feasibility of placing the child in such a program.
- c. Following review of the child's records by the Special Education Section notice of approval or non-approval of the request for trial placement will be sent to the district.

3. Trial Placement: Follow-up

- a. The trial period for pupils who are in either 1 or 2 immediately above will be for one school year unless otherwise indicated. For children who are enrolled in the class after the school term has begun, the trial period will be for the remainder of that school year.
- b. At the end of the school year an evaluation of each such pupil must be made by the school administration for purposes of determining the most appropriate placement for the pupil for the next school year. Notification of plans for such children are to be submitted to the Special Education Section on Code XVI-B-60.

NOTE: Copies of this form (Code XVI-B-60) will be sent to school districts in April of each school year.

- c. If the trial placement has been satisfactory in the judgment of the school administration and continued placement in the special class is recommended, the Special Education Section will approve the child for regular placement.
- d. The placement of each pupil enrolled in the special class is subject to review at any time during the school year by the Special Education Section.

### III. APPROVAL OF THE SPECIAL CLASS FOR REIMBURSEMENT

#### A. Basis of Approval

Reimbursement paid to a school district for its special education program is contingent upon approval by the Special Education Section. Such programs are approved when: (1) all pupils in the program have been approved; (2) the teacher of the class holds a valid Minnesota certificate to teach mentally retarded children; and (3) all other standards relating to the operation of state aided classes, as outlined in the manual of directives (Code XVI-B-32), have been met.

#### B. Forms and Procedures

##### 1. Reporting and Approving the Program (and pupils)

- a. At the beginning of each school year a form entitled, "Information on Special Classes for Mentally Retarded Children", (Code XVI-C-30) will be sent to each school district operating a special class. This form contains spaces for including summary information on the program, the teacher, and the pupils.
- b. The form is to be completely filled out in triplicate for or by each special teacher and all three copies submitted to the Special Education Section by October 1.
  - (1) If the form is properly completed and all aspects (teacher and pupils) of the program are qualified, the program will be approved and one copy of the form will be returned to the district.
  - (2) If the form is not properly completed, or if all aspects of the program do not qualify, notification to this effect will be sent to the district.

##### 2. Reporting Changes in Enrollment

- a. Information on children enrolled in or dropped from the special class after October 1 of each school year is to be submitted on Code XVI-C-30a, "Notice of Change in Enrollment in Special Classes for Mentally Retarded Children".
- b. This form is to be completely filled out and submitted in duplicate to the Special Education Section at anytime during the school year when enrollment changes occur. One copy will be returned to the school district.