



**WINDHAM SCHOOL
DISTRICT**

NUMBER: OP-09.23
DATE: July 27, 2012
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SUPERSEDES: NONE

OPERATING PROCEDURES

SUBJECT: INTER-FACILITY TRANSFERS

AUTHORITY: Texas Education Code Chapter 19

APPLICABILITY: Windham School District (WSD)

POLICY:

The WSD will request inter-facility transfers as appropriate for offenders to access educational programs.

PROCEDURES

I. Vocational Waiting List Process

- A. When the Individualized Treatment Plan (ITP) is reviewed and an offender is identified for a trade, he will be interviewed and screened by the counselor. The offender will then sign a Vocational Class Placement (VCP) Form before being added to the waiting list. The VCP Form, HD-2095, is available on the WSD share drive (INS/Public/Counseling and Testing/Vocational Class Placement).
- B. When interviewing for vocational programming, the Career and Technical Education (CTE) *Course Description Book* can be utilized to introduce the offender to the variety of courses offered and the specific characteristics of each. The *Course Description Book* is available on the share drive (INS/Public/Career & Technical Info/CTE Manuals-Forms).
- C. It is appropriate to counsel offenders regarding the physical expectations associated with a trade (noted in the CTE *Course Description Book*); however, it is not acceptable to deny an offender enrollment in a course due to any perceived physical limitation. Counselors should contact the Counseling, Testing & Records Department with any questions in this regard.
- D. The completed VCP Form should be immediately forwarded to the WSD Counseling, Testing & Records Department for scanning and will subsequently be

accessible via the Intranet REC tab.

- E. A written request via I-60 is not sufficient documentation to warrant placement on a vocational waiting list.
- F. No offender should be on more than three WSD vocational waiting lists at one time.
- G. Those who are not eligible for enrollment due to custody (such as G5 and Administrative Segregation) should not be placed on a vocational waiting list.
- H. Those with a Tests of Adult Basic Education (TABE) composite score of less than 5.0 should not be placed on a vocational waiting list.

II. Process for Off-Unit Transfers

A screening process is completed by a representative from the Counseling, Testing and Records Department to ensure the student is eligible for transfer. If approved for transfer, the student's name and Texas Department of Criminal Justice (TDCJ) number are placed on a Request for Offender Transfer form. This form is then sent to the TDCJ State Classification Committee for disposition.

A. Transfers for a Trade

1. A list of offenders being considered for a vocational transfer will be noted in an email from the Counseling, Testing and Records Department to the principal and/or counselor at the offender's unit of assignment.
2. Within the time period provided in the email narrative, the offender shall be interviewed to confirm his continued interest in transferring to access the trade.
3. The email notification provides an area for the offender to sign and indicate his desire to accept or deny the transfer. This printed email should be retained by the unit.
4. Education staff will then enter the offender's determination in the Extended Comments field found under the IEIMS Inmate Data Screen.
5. If the offender declines the transfer, said offender shall be immediately removed from the corresponding vocational waiting list (IEIMS - Step 7) and the Counseling, Testing & Records Department shall be notified via email.
6. If an offender fails to respond to two or more interview requests (lay-ins), this shall be documented in the Extended Comments field found under the IEIMS Inmate Data Screen. The offender's name shall be removed from the corresponding vocational waiting list (IEIMS - Step 7), and the

Counseling, Testing & Records Department shall be notified via email.

7. An email response from the current unit of assignment is necessary, noting those that accept the trade as well as those who decline.
8. Utilizing the Intranet REC tab, education staff will confirm that a VCP Form citing this trade as a choice is on file. If not found, one is to be completed and forwarded immediately to the Counseling, Testing & Records Department.

B. Transfer of Students for Special Education Services

When a student is identified as needing placement in a special education classroom, the student's name is submitted to the Counseling, Testing and Records Department for transfer to a unit that can meet his needs.

C. Transfer of Students for English as a Second Language (ESL) Services

1. When a male offender assigned to a TDCJ prison has been identified as eligible for ESL, but the program is not offered at his current unit of assignment, a transfer request shall be submitted to the Counseling, Testing and Records Department.
2. Transfer requests shall include the completed LPAC Determination form and a copy of the IPT-II ORAL protocol. The originals are to be sent to the Counseling, Testing and Records Department for scanning and will be available for viewing by all via the REC tab.
3. When a transfer request is denied by TDCJ, the ITP shall be coded as program unavailable (PU).
4. The PU code shall also be used for limited English proficient offenders on state jails, substance abuse facilities, transfer facilities, and intermediate sanction facilities that do not have ESL programs.

D. Local procedures are used to transfer female offenders for education programs.

* Signature on file

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