

**New Jersey State Department of Education  
OCEAN County Office of Education**

Request to **Establish** a Special Education Program or Service

*Complete this form and send to the county office of education for review and approval along with the required documentation.*

District: Brick Township School or APSSD: Lanes Mill Elementary School  
Date: 7/24/18

**Check Type of Program (6A: 14-4.6):**

**Preschool/Elementary Resource Program:**

- In-class Resource
- Pull-out Resource
- Supplementary Instruction, in-class
- Supplementary Instruction, pull-out
- Single subject
- Multiple subjects
- Replacement, pull-out

**Secondary Resource Program<sup>1</sup>:**

- In-class Resource
- Pull-out Resource
- Supplementary Instruction, in-class
- Supplementary Instruction, pull-out
- Single subject
- Multiple subjects
- Replacement, pull-out

**Elementary Special Class Program (6A: 14-4.7):**

- Auditory Impairments
- Autism
- Behavioral Disabilities
- Cognitive Impairments, mild
- Cognitive Impairments, moderate
- Cognitive Impairments, severe
- Learning/Language Disabilities, mild/moderate
- Learning/Language Disabilities, severe
- Multiple Disabilities
- Visual Impairments

**Secondary Special Class Program<sup>2</sup>:**

- Auditory Impairments
- Autism
- Behavioral Disabilities
- Cognitive Impairments, mild
- Cognitive Impairments, moderate
- Cognitive Impairments, severe
- Learning Language Disabilities, mild/moderate
- Learning/Language Disabilities, severe
- Multiple Disabilities
- Visual Impairments
- Secondary Special Class  
(single subject taught by general education teacher)

**Preschool Special Class Program (6A:14-4.7)**

- Preschool Disabilities
- Extended School Year Program
- Other program/service, please specify: \_\_\_\_\_

**Note:** Each newly proposed resource program, special class program and service must be located in a space that has been approved by the County Superintendent of Schools. Forms for substandard use are available in the county office. Facility approval must be obtained before approval of the request to establish a new program can be granted.

<sup>1</sup> Secondary resource programs are located in schools that contain any combination of grades 6 through 12, where the organizational structure is departmentalized for general education students.

<sup>2</sup> Secondary special class programs are located in schools that contain any combination of grades 6 through 12, where the organizational structure is departmentalized for general education students.

On a separate page, describe your request based on the following corresponding criteria/questions.

Required Information:

1. Document the unmet student needs that will be addressed by the proposed program.
2. Describe the proposed program and explain how it will meet student needs:
  - a. Identify the age range and number of students to be served.
  - b. How will the New Jersey Student Learning Standards be addressed?
  - c. How does this program address least restrictive environment?
  - d. What opportunities will be available for interaction with non-disabled peers?
  - e. State the number of professional and paraprofessional staff. For paraprofessional staff submit the locally developed job description and standards for approval (N.J.A.C. 6:11-4.6(c)).
3. A list of professional staff who will provide the services for the new program. If existing staff are being utilized provide an explanation of the scheduling changes made to accommodate the new program. If new staff are being hired, provide documentation that a criminal history review pursuant to N.J.S.A. 18A:6-7.1 has been completed for each new hire.

**I assure that the attached proposal to establish a new program/service is in accordance with New Jersey Administrative Code (N.J.A.C.) 6A:14, Special Education and N.J.A.C. 6A:26, Educational Facilities. (Attach the Board Resolution approving the establishment of the new program.)**

**Board Approval Date:** \_\_\_\_\_ **Signed:** \_\_\_\_\_  
(Chief School Administrator)

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Approved_____ Denied_____
Signed:_____ Date_____
(County Supervisor of Child Study)