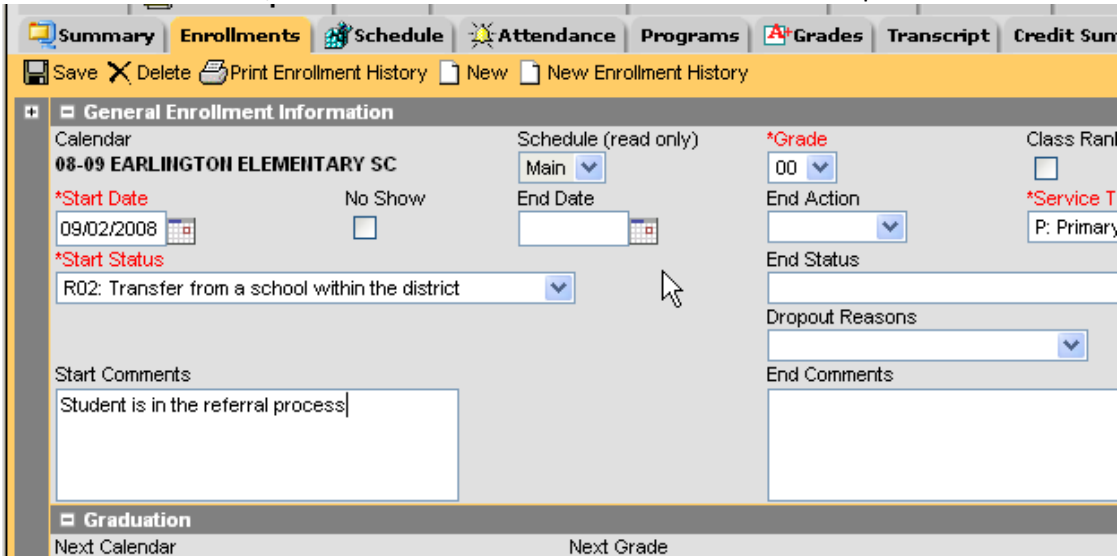


Preschool Policies (Update 11/5/2008)	
<b>Preschool Household Enrollment</b>	The household enrollment form will be completed by preschool parents at the meeting where they qualify for preschool services.
<b>Preschool Registration</b>	<p>Qualifying preschool students will be entered into the system in April/May and provided an entry date by the DPP office.</p> <p><u>The preschool teacher will:</u></p> <ul style="list-style-type: none"> <li>• Provide the school attendance secretary with a master student printout on the first day of preschool for verification of participation</li> <li>• Fill out on online form for any new preschool students who arrive after the initial day of preschool</li> <li>• Fill out an online form for any Food Services changes</li> <li>• Fill out an online form for any preschool student transfers</li> <li>• Document any parent contact using the Special Education &gt; Contact Log.</li> </ul> <p><u>The school attendance secretary will:</u></p> <ul style="list-style-type: none"> <li>• Verify master student printout on Day 1 of preschool</li> <li>• Enter health records for all preschool students</li> <li>• Provide an entry date after day 1 for any new preschool students, after receiving online form</li> <li>• Forward the online registration form received via email to the DPP office after providing the entry date for the new preschool student</li> <li>• Provide a withdrawal code for any preschool students who will be transferring or exiting the program (after receiving the online form notification of the transfer)</li> <li>• Forward the online transfer form to the school where the student will be transferring</li> </ul>
<b>Preschool Referrals</b>	<p>When registered at the school, the attendance secretary will enter a new enrollment for the student. In the “Start Comments” box, it will be noted that the student is in the referral process.</p>  <p>If the student does not qualify for services, SPED Admin will mark “Not Eligible” in the Special Ed Status drop-down and will enter a “Special Ed Exit Date”.</p>

**Special Ed Fields**

Special Ed Status  
 N: Not Eligible

Primary Disability  
 15: Developmentally Delayed

Secondary Disability

Setting  
 6A:(age 6-21) >80% of day in general ed programs

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Date Eligible but Refused      Special Ed Exit Status      Special Ed Exit Date

PartC ID

The SPED Admin will then enter an end date for the enrollment which corresponds exactly to the start date.

**Itinerant Speech Services**

The attendance will mark "N: Special Ed Services" as the Service Type for partial day speech students. They will add "Itinerant speech services" in the Start Comments field.

**General Enrollment Information**

Calendar: 08-09 JESSE STUART ELEMENTARY      Schedule (read only): Main      \*Grade: 99      Class Rank Exclude:

\*Start Date: 08/28/2008      No Show:       End Date:      End Action:      \*Service Type: N: Special Ed Services

\*Start Status: E01: First enrollment of the year      End Status:      Dropout Reasons:      End Comments:

Start Comments: Itinerant speech services