

Preschool Referrals – Headstart (Speech Only)

Headstart Referrals

1. Speech and Language Pathologist conducts screening at Headstart.
2. Based on the results of the screening, recommendations are made for referrals.
3. Parents of students being considered for possible services complete pink enrollment card.
4. Speech and Language Pathologist takes the pink enrollment cards to the Registrar at base schools.
5. Speech and Language Pathologist submits child's name to IEP Team Chair for creation of folder in SETSWEB.
6. The referral meeting is held.
7. The school nurse is requested to complete Vision and Hearing screening.
8. When Vision and Hearing is complete, the evaluations are conducted.
9. Eligibility is held.
 - a. If the child is eligible for special education and related services and the parents sign permission for services, the child should be enrolled in the appropriate preschool setting.
 - i. IEP is written.
 - ii. Mark student "Active" in SETSWeb by day of third birthday.
 - iii. Return the signature page of the eligibility report to Shannon Northcutt at COS.
 - b. If student is ineligible or the parent declines services, do the following:
 - i. Notify the registrar to withdraw student.
 - ii. Complete the Inactive Status Reason in the SETSWeb student folder.
 - iii. If Parent Waived FAPE, please attach note on outside of folder.
 - iv. Return the file to Shannon Northcutt at COS.