

## **Preschool Referrals – Speech Only**

1. Darnell receives a phone call from parent or school requesting referral.
2. Darnell mails a Family Focus, Parent Rights, and a pink enrollment card.
3. Parent returns all relevant documents including a copy of the Social Security card and the birth certificate. Darnell stamps the documents “received”, creates a permanent file, reviews referral with Susan, schedules the meeting, and gives the pink enrollment card to Karen.
4. Karen enrolls the student in STI District Enrollment in Baldwin County Preschool, initials the pink enrollment card, and returns the pink enrollment card to Darnell.
5. Darnell types the Notice of Proposed Meeting in SETSWEB and mails to parent. Darnell initials the pink enrollment card.
6. The parent returns the signed Notice of Proposed Meeting or confirms by telephone.
7. Darnell gives Susan all appropriate folders for designated Friday meeting.
8. The referral meeting is held on the designated Friday.
9. Susan gives Terri the folder to enter the information in the Special Services database and gives Karen a copy of the pink enrollment card to assign case manager. Karen withdraws student from Baldwin County Preschool.
10. The folder is given to Marcia Lucas to complete Vision and Hearing screening.
11. When Vision and Hearing is complete, Susan sends evaluation packet to appropriate Speech and Language Pathologist and the folder is returned to the Special Services pending files.
12. When the evaluation packet is received by the Speech and Language Pathologist, the pink card is given to the Registrar.
13. Evaluations are completed.
14. Eligibility is held.
  - a. If the child is eligible for special education and related services and the parents sign permission for services, the child remains enrolled in appropriate preschool setting.
    - i. IEP is written.
    - ii. Mark student “Active” in SETSWeb.
    - iii. Return the signature page of the eligibility report to 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 COS.