

## **Preschool Referrals - Parents**

### **Parent Referrals**

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 through 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 the pink enrollment card to assign case manager. Karen withdraws the 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, evaluation request is sent to appropriate evaluator, and the folder is returned to the Special Services pending files.
12. Evaluations are completed.
13. After review, the evaluation information is returned to Terri.
14. Three copies of the evaluation report are made.
15. The file is submitted to typist.
16. When the IEP Team Chair receives the evaluation packet, the pink enrollment card is given to the registrar.
17. The IEP Team Chair schedules the eligibility meeting.
18. 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.
    - 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.