

PRESCHOOL REFERRAL STEPS

1. Parent contacts the preschool coordinator to obtain the information paperwork needed for the evaluation.
2. After completing the paperwork the parent calls the school office at (440) 988-8670 to schedule an appointment to return the packets and pre-register before an evaluation planning meeting or play-based assessment occurs.

You will need to bring the following:

- Student registration form
- Child's original birth certificate
- Child's immunization record
- Parent/Guardian's Ohio driver license (or other photo ID)
- Custody/Guardianship documents (if applicable)
- Court-placed documents (if applicable)
- Journal entry court documents (for foster children)
- IEP/504 plan/ETR (if applicable)

Residency Requirements: Must have **2** of the following with current address:

- Lease/purchase agreement
- Home/personal property insurance bill
- Recent paycheck or pay stub
- Food stamp or government assistance documents
- Cable bill or connection paperwork
- Property tax statement
- Voter's registration card
- Notarized residency affidavit**, along with a utility bill or credit card bill

**** Affidavits are only good for 60 days. After 60 days, 2 of the above must be provided.**

3. Within approximately 2 weeks after pre-registration, you will be telephoned to schedule an evaluation planning meeting/play-based assessment. The meeting and assessment will be held at Little Comets Preschool. Typically the assessment will take place on a Monday and last approximately 60-90 minutes.
4. A follow-up conference will be held to discuss the results of the evaluation. If it is determined that your child is eligible for preschool special education services then an Individualized Education Plan (IEP) will be established.

We look forward to meeting you and your child. Please call if you have questions.

Corrie Engle
Preschool Coordinator
(440) 988-1494