

Preschool Referrals – Early Intervention

Early Intervention (Meeting on second Friday of each month)

1. Early Intervention notifies Baldwin County Schools of a potential referral.
2. Appropriate documents are provided to the family by either of the following methods.
 - a. Early Intervention Coordinator supplies the Family Focus, Special Education Rights, and pink enrollment card.
 - b. Darnell mails the Family Focus, Special Education Rights, and pink enrollment card.
3. Parent or Early Intervention Coordinator 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 coordinates meeting time with Early Intervention.
6. Darnell types the Notice of Proposed Meeting in SETSWEB and mails to parent and Early Intervention Coordinator. Darnell initials the pink enrollment card.
7. The parent returns the signed Notice of Proposed Meeting or confirms by telephone.
8. Darnell gives Susan all appropriate folders for designated Friday meeting.
9. The transition/referral meeting is held on the designated Friday.
10. 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 the student from Baldwin County Preschool.
11. The folder is given to Marcia Lucas to complete Vision and Hearing screening.
12. When Vision and Hearing is complete, evaluation request is sent to appropriate evaluator, and the folder is returned to the Special Services pending files.
13. Student is evaluated.
14. After review, the evaluation information is returned to Terri.
15. Three copies of the evaluation report are made.
16. The file is submitted to typist.
17. When the school receives the evaluation packet, the eligibility and IEP meeting should be scheduled prior to the child’s third birthday.
18. The pink enrollment card is given to the registrar.
19. Eligibility is held. Ensure that Early Intervention is an invited member of the committee.
 - 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.