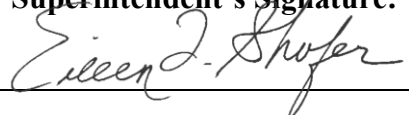


Standard Operating Procedure

Subject: Steps to Enroll, Withdraw and Transfer Potential Preschool Students with Disabilities	Effective Date: 10/1/19	Pages: 1 of 3
Department: Special Education Services	Approved: Eileen F. Shafer, M.Ed. Superintendent of Schools	Superintendent's Signature: 

I. Purpose:

To establish District Guidelines and standard procedure for enrolling, withdrawing and transferring potential preschool students and identified preschool students with disabilities.

II. Authority:

Superintendent of Schools

III. Terms and Conditions:

All potential children ages three (3) to five (5), identified as a potential student with a disability, at home or attending a State Mandated Preschool in Paterson must adhere to the standard operating procedures for enrolling, withdrawing and transferring preschools in Paterson.

IV. Reporting Procedures:

a. Steps to enroll a potential preschool child with a disability for In-district or State Mandated Preschool Center Placement:

1. Once a referral for a preschool student who is home and not enrolled in Infinite Campus is received, the Special Education Designee will complete a "soft home based registration" in Infinite Campus within 48 hours of receiving referral. *The child's name, date of birth, legal guardians name, phone number and address are only required for the soft home based registration.*
2. The Special Education Designee/Child Study Team will invite the parent(s)/guardian in for an Identification (ID) Meeting within twenty (20) days. The invitation to the ID Meeting will list the required registration documents: parent(s)/guardian identification, child's birth certificate, 3 proofs of address, physical form, and immunization records.
 - The Registration form must be completed by parent(s)/guardian during the ID meeting and placed in the CST folder with the required registration documents.

3. After an ID meeting, if consent is not taken, the Special Education Designee will end date the Home Based Enrollment in Infinite Campus and complete a referral discontinuation and make the child inactive in EasyIEP.
4. If the child is found eligible for special education and related services, the Case Manager will refer to the **Preschool** Google Doc to find resource placements for in-district classrooms or provide parent(s)/guardian with the contact list of State Mandated Preschool Provider centers. For in-district, self-contained preschool disabilities placements, the Case Manager will refer to their Special Education Supervisor or Google Doc for available placements.
5. Once the **in-district placement** is determined, (both resource and self-contained) and the parent(s)/guardian signs the IEP, the Case Manager **will notify the parent(s)/guardian that they must complete registration within five (5) school days or the school initially proposed may no longer be available AND refer the parent(s)/guardian to registration with a signed Notification of Placement and copies of the required registration documentation indicated in Step 2.**
 - An Admissions Representative from the Central Registration department will see the parent(s)/guardian and if all required registration documents have been verified and Notification of Placement has been provided, they will register the child that day. If the parent(s)/guardian is not available that day, an appointment will be scheduled and indicated on the NOP within five (5) days.
 - If the registration documents cannot be verified that day, Central Registration will give the parent(s)/guardian a follow-up appointment within five (5) school days to complete the full registration process. The follow up appointment date will be indicated on the NOP. Registration will remind the parent(s)/guardian that this school placement is only valid for five (5) days and if the appointment is missed, they may be placed in another school.
6. **Central Registration will document the status of the registration as either complete or incomplete on the NOP.**
 - If complete, Central Registration will notify the CST that the student can start, and the registration packet is ready to be picked-up and delivered to the school along with the CST file.
 - If the registration process is incomplete, Central Registration documents the follow-up appointment on the NOP and provides the CST with a copy. The CST will enter the incomplete residency/enrollment delay code of 01 in the confidential notes section in EasyIEP.
7. **If the child will be enrolled in a State Mandated Preschool Center, the Case Manager will advise the parent(s)/guardian to make an appointment to register their child at the Center and a Notification of Placement will be sent to the Early Child Department Designee.**

b. Steps to transfer a Preschool Disabled (PSD) child from an In-district preschool program to another In-district preschool program

1. In-district transfers occur at the school level.
2. Case Manager must determine availability on the Preschool Google Doc or Special Education Drive through the Supervisor.
3. A new Notification of Placement must be signed by a Special Education Administrator and sent via e-mail to both **sending and receiving school Principals and receiving school Special Education Administrator.**
4. The school secretary from the sending school will end date and issue the transfer in Infinite Campus. The receiving school enrolls the child, ensuring that **the receiving school code is correct.**
5. The Case Manager must ensure the child's folder is delivered to the receiving school prior to the student's start date.

c. Steps to transfer Preschool Disabled (PSD) child from a Paterson State Mandated Preschool Center to an in-district preschool program:

1. The Case Manager must determine availability through the Preschool and/or Special Education Google Docs.
2. The Case Manager will contact the parent(s)/guardian and advise them to make an appointment to register their child with Paterson Public Schools by calling the Central Registration Department at 973-321-2501.
3. Once the **in-district placement** is determined, (both resource and self-contained) and the parent(s)/guardian signs the IEP, the Case Manager **will provide Central Registration with a signed Notification of Placement.**
 - Central Registration will document the status of the registration as either complete or incomplete on the NOP.
 - ✓ If complete, Central Registration will notify the CST that the student can start and the registration packet is ready to be picked-up and delivered to the school along with the CST file.
 - ✓ If the registration process is incomplete, Central Registration documents the follow-up appointment on the NOP and provide the CST with a copy.

V. Dissemination:

All Special Education Preschool Central Office Staff, School Secretaries, Preschool Centers, Early Childhood Staff, Central Registration, Building Principals