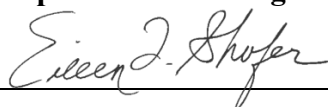




Standard Operating Procedure

Subject: Steps to Enroll, Withdraw and Transfer Potential Preschool Students with Disabilities	Effective Date: January 11, 2023	Page(s): 1 of 3
Department(s): 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:

- 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. A registration appointment will be scheduled within 48 hours. A complete registration must be finalized within 20 days. No ID meeting will proceed without a full registration. A referral discontinuation will be given.
- If the parent does not complete the registration process prior to the ID meeting, the referral will be discontinued due to failure to prove residency. The CST will enter the incomplete residency/enrollment delay code of 01 in the confidential notes section in EDPlan.
- Once the parent obtains proof of residency a new referral must be submitted to the CST. The proof of address must be presented at the ID Meeting.
- 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 EDPlan.

- If the child is found eligible for special education and related services, (in-district or self-contained preschool disabilities placements), the Special Education Supervisor will coordinate with the Preschool Enrollment Specialist to locate available placements.
 - Once the in-district placement is determined, (both resource and self-contained) the CST or the Special Education Designee must deliver the NOP and the completed registration folder to the Preschool Enrollment Specialist. (The status of placement will be added to the tracker.) No child will be registered until the complete file is delivered to the Preschool Enrollment Specialist.
 - Once enrolled, the Preschool Enrollment Specialist will email the CST of the student's start date.
- If the child will be enrolled in a State Mandated Preschool Center, the Special Education designee will assist the family in making an appointment for registration at the site. The NOP will be completed and sent to the Preschool Enrollment Specialist. Registrars at the State Mandated Preschool Centers cannot register without an NOP.

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

- In-district self-contained transfers occur at the school level. In-district resource children transfers are completed by The Preschool Enrollment Specialist.
- Case Manager must reach out to Special Education designee to determine availability for self-contained children.
- 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, receiving school Special Education Administrator and the Preschool Enrollment Specialist.
- *Self-contained transfers:* 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 and attending school code is correct.
- The Case Manager must ensure the child's information is uploaded in EDPlan 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:

- Once the need for an **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. **The CST must email the NOP to the Preschool Enrollment Specialist. The Preschool Enrollment Specialist will contact the family to schedule an appointment. No appointments or registration will occur without a NOP.**

- **Resource NOP:** the Special Education Supervisor will coordinate with the Preschool Enrollment Specialist to locate available placements.
- **Self-Contained NOP:** The Special Education Supervisor will coordinate with the CST to locate available placement.
 - **The registration process should not be delayed while the child is going through the special education process. Those children should be registered in an available slot in a general education classroom.**
 - **Any changes or special permissions MUST be documented AND pre-approved by the Director of Early Childhood Education AND the Director of Special Education and/or Assistant Superintendent.**

V. Dissemination:

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