



Kickapoo Head Start

July 31, 2025

Mr. David Reid

Superintendent

Choctaw School District

12880 NE 10th

Choctaw, Oklahoma 73020

Dear Mr. David Reid,

We need to establish our Interagency Agreements for Special Services between Kickapoo Head Start and the Choctaw School District for this year; included with this letter you will find our updated Local Education Agreement (LEA) for the 2025-2026 School Year.

I look forward to working with your Special Services Staff in the upcoming school year. Thank you for the services Choctaw School District provides for our Head Start children. Please return the signed agreement to the address listed below, as soon as possible. Feel free to contact us with any questions or concerns you may have.

Sincerely,

Gina Williams

Kickapoo Head Start

Education/Disabilities Manager

Work Number- (405) 964-4227 EXT: 1506

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**Special Services Agreement Between
Head Start and the Local Education Agency**

2025-2026

This is a local agreement between Choctaw Public School, hereinafter referred to as the local education agency (LEA), and Kickapoo Head Start, hereinafter referred to as the local Head Start Program. The following information states the roles and responsibilities of parties regarding Head Start Program eligible children ages three through five identified as having disabilities in accordance with procedures established by the Oklahoma State Department of Education, Special Education Services (OSDE/SES) and by the Head Start Program Performance Standards (45 CFR 1302). These regulations are promulgated under federal and state laws governing the education of children with disabilities.

This agreement is to describe the responsibilities of each entity, outline areas of cooperation and provide guidance for local cooperation, and coordination between and among all parties in the implementation of the Individuals with Disabilities Education Act (IDEA), Head Start Program Performance Standards and the Head Start Re-Authorization Act of 2007.

I. LEA Responsibilities:

- A. The LEA ensures that IDEA Section 619, Part B, funds received for the provision of services to eligible children with disabilities ages three through five who are served in the Head Start Program are expended in accordance with the requirements of the Individuals with Disabilities Education Act (IDEA). Funds may be used for, but are not limited to, the following: cost of evaluation; materials and supplies; contractual agreements for services when the Head Start Program has a qualified provider and/or the provision of qualified providers for IDEA Individualized Education Program (IEP) services.
- B. Upon referral from the Head Start Disabilities Manager or designee, the LEA shall provide a multi-disciplinary team evaluation, when appropriate, for determination of the need for special education and related services under IDEA, while enrolled in the Head Start Program.
- C. The LEA shall be responsible for the provision of procedural safeguards including due process and mediation procedures for any child determined to be eligible under the IDEA and enrolled in the Head Start Program.
- D. The LEA should provide, through prior written notice of meetings, that the appropriate Head Start Program representative be directly involved and receive appropriate documentation throughout the process of referral, evaluation, IEP development, and/or placement of children with disabilities enrolled in the Head Start Program.
- E. The LEA shall ensure the provision of appropriate special education and related

services to those eligible children with disabilities under IDEA enrolled in the Head Start Program. All IDEA services for which the child is eligible will be documented on the IEP with the responsible person(s)/ agency specified for the provision of each service.

- F. The LEA will maintain and submit to the OSDE/SES the annual child count of IDEA eligible preschool children with disabilities served in the LEA and by the Head Start Program.

II. Local Head Start Responsibilities:

- A. The Head Start shall provide screening and assessment for all children enrolled in the Head Start as required by Head Start Performance Standards 45 CFR 1302.33 & 1302.63, will participate in Child Find activities under IDEA with the LEA, and in coordination with the LEA shall provide parents with their rights under these programs.
- B. The Head Start shall provide all Head Start services to any Head Start enrolled child who meets eligibility requirements in accordance with the Head Start Program Performance Standards.
- C. A Head Start representative will participate in the LEA referral procedures, multidisciplinary evaluation, IEP development, implementation of the portions of the IEPs identified for the Head Start Program, and the IEP review, as appropriate.
- D. The Head Start will provide a support system for families and children with disabilities through training, information dissemination and involvement in the program as well as collaboration with the LEA and other community services.
- E. The Head Start Disabilities Manager or designee shall work with the LEA for assurance of collaboration and coordination of services to preschool children with disabilities.
- F. The Head Start will provide the number of children receiving IEP services to the LEA for the child count report prior to October 1, annually.
- G. The Head Start agrees to provide and participate with the LEA in joint training of staff and parents, as appropriate.

III. COORDINATION OF COST SHARING:

The local Head Start and the Local Education Agency agreement will address planning of cost-sharing resources and funding to assure that the integrated services are implemented in a manner which maintains State and Federal fiscal support for children with disabilities in these programs. The Head Start and the LEA agree to the following cost-sharing services:

The Choctaw Public Schools LEA will provide the Kickapoo Head Start with a speech pathologist to assess children that have been previously screened and failed the screening assessed at Kickapoo Head Start. The Head Start will provide the screening information to the LEA service provider prior to the LEA evaluation of the student. The LEA will conduct all the assessments for children suspected of having a disability. The Kickapoo Head Start will schedule children and assist parents with transportation to and from the Kickapoo Head Start to the LEA for all assessments and services. The LEA will provide direct special services to the qualifying children residing in the Choctaw Public School District. The Kickapoo Head Start will provide the least restrictive environment for services if deemed appropriate by the IEP team.

IV. Coordination of Required Paperwork:

To coordinate paperwork required by Head Start and the LEA special education program, the following process will be utilized:

- A. Parental consent must be obtained by the Head Start Program prior to referral to the LEA. If the LEA makes the referral for evaluation, state consent forms will be used and shared, with any needed assistance of Head Start personnel.
- B. The Head Start or the LEA will obtain parental consent for exchange of information between the two programs through use of the State of Oklahoma Standard Form or Head Start Form.
- C. The Head Start will, with parental consent, release results of vision, hearing, developmental, health, and speech screenings as well as other relevant information as a part of the Head Start referral process developed in conjunction with the LEA.
- D. The LEA special education program, with parental consent, will release copies of all IDEA State forms, including consent, REDS, MEEGS, IEPs, and any other required special education records and forms for services provided to the Head Start. This also includes a copy of the periodical progress reports that are given to parents.
- F. If appropriate, the LEA will provide copies of written materials and/or suggestions that will assist the Head Start teachers/parents in helping to implement the IEPs in the Head Start classroom.
- G. All information received by the Head Start from the LEA will be kept in a secure manner, which prevents unauthorized access, in a central location adhering to requirements of confidentiality under state and federal laws.

V. Coordination of Screening:

In the coordination of screening between the Head Start and the LEA special education program, the following process is agreed upon:

- A. The LEA special education program and the Head Start will determine designated program personnel to be responsible for conducting screenings within each program to collaboratively implement requirements of the IDEA and Head Start Performance Standards (45 CFR 1302.33).
- B. This agreement will include the following time frame for completion of screening or transfer of information. The time frame includes the 45-calendar daytime line for screening of all children enrolled in the Head Start, as mandated in the Head Start Performance Standards 45 CFR 1302.33.

One or more of the following methods have been considered: (Check one or more as appropriate)

- ☐ 1. Joint Screening - Screening will be conducted simultaneously by the Head Start staff and the LEA Special Education staff within the same location.
- ☒ 2. Shared Staff - Local implementation may incorporate coordination of shared staff (e.g., required vision, hearing, speech/language, health, and developmental screening may be conducted by the Head Start under Head Start Program Performance Standards, and the LEA special education program may complete required screening under the IDEA).
- ☒ 3. Shared Information - Screening information will be provided for referrals as determined by both entities. A consent for release of information will be obtained at the time of screening.

VI. Coordination of IEP Review:

The Head Start and the LEA will conduct an IEP review at least annually or when a change of program or placement of a child is being considered. The parent, the Head Start staff or the LEA special education program staff at any time may request a meeting. Procedural safeguards for notification will be followed.

VII. Coordination of In-service Training:

The LEA and the Head Start program will agree to coordinate in-service training when feasible. Considerations for top priority training include:

1. IDEA procedural safeguards training for both entities.
2. Overview of Head Start Program requirements.
3. Overview of LEA Special Education Programs and requirements.
4. Identified local training needs.
5. Individual child needs.

VIII. Resolution of Dispute

In the event of disputes between the Head Start and the LEA special education program, the following process will be followed for resolution:

- A. The dispute will be brought to the attention of the LEA Special Education Director and the Head Start Disabilities Manager to seek resolution of the dispute.
- B. If the issue is not resolved, the matter will then be submitted in writing to the Head Start Director and the LEA Special Education Director or LEA Superintendent to facilitate resolution.
- C. If the issue is not resolved, as described in section VIII.B., then the matter will be submitted in writing to Special Education Services, OSDE/SES, for assistance in the resolution of any IDEA dispute between the Head Start and the LEA.
- D. If the issue is not resolved and is an issue under the Head Start Program Performance Standards 45 CFR 1308, the matter will be submitted, in writing, to Office of Head Start, Region XI, American Indian/Alaska Native Programs Branch.

Signatures:

Jayne Irevino
Head Start Director

8.5.2025
Date

LEA Representative

Date

Title