

# BRUSH COUNTRY CO-OP

## CHECKLIST and PROCEDURES

### Referral and Enrollment of Birth to 5 Year Old Children Not in School

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

District: \_\_\_\_\_ Date: \_\_\_\_\_

#### Please Initial Item When Completed

1. \_\_\_\_\_ Parent contacts Campus Secretary to request a referral for Speech Evaluation of Full Individual Evaluation by Diagnostician.
2. \_\_\_\_\_ Campus Secretary forwards Request for Referral Checklist to the Speech Pathologist or Diagnostician.
3. \_\_\_\_\_ Speech Pathologist or Diagnostician logs in Parent/Student Information on the Child Find Log.
4. \_\_\_\_\_ For speech-only students, the SLP will provide Notice and obtain Consent for Screening. Depending on results of screening, the SLP will either obtain Consent for Evaluation or discuss developmental milestones with parent.
5. \_\_\_\_\_ Speech Pathologist or Diagnostician contacts parent and assists parent in completing the referral. (Use SuccessEd Referral forms)
6. \_\_\_\_\_ Child is evaluated and FIE is completed (including the Child Outcomes Summary Form: Entry)
7. \_\_\_\_\_ FIE is reviewed with parent.
8. \_\_\_\_\_ The ARD Committee meets to determine if the child meets the criteria for eligibility, develops the IEP, determines placement, and assigns instructional setting code and speech indicator code, if appropriate.
9. \_\_\_\_\_ After the ARD, if the student is eligible for Special Education services and Consent for Placement has been signed by the parent, the Speech Pathologist or Diagnostician assists the parent in filling out the registration packet then sends the parent to meet with the Campus secretary to complete the registration process.

→ **When registration/enrollment is completed, services will begin on the date specified on the schedule page. If registration is delayed, services will not begin until registration is complete. Enrollment date becomes the first day of actual services.**

→ ***Note to Secretary: If the child receives fewer than 2 hours each school day, the code will be Code 0; Enrolled, Not in Membership.***

- a. \_\_\_\_\_ Speech Pathologist or Diagnostician gives a copy of the student's PEIMS 163 report to the Campus Secretary or designated district PEIMS personnel.

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10. \_\_\_\_\_ Campus secretary or designated district PEIMS personnel enters the Instructional Arrangement/Setting Codes in the attendance accounting system along with the effective date of service from the PEIMS 163 report form.
11. \_\_\_\_\_ Campus secretary or designated district PEIMS personnel returns the completed Request for Referral Checklist to the Speech Pathologist or Diagnostician to be placed in the student's eligibility folder.
12. \_\_\_\_\_ Date Checklist placed in eligibility folder: \_\_\_\_\_.

\*This student will be *counted on the annual federal child count indicator* through PEIMS but *NOT for ADA* or contact hours unless s/he meets the 2 hour rule.

