

4010/4011 Early Intervention clarification

Dear Preschool Early Intervention Leadership:

As many of you are aware, beginning on July 1, 2016 the Bureau of Special Education (BSE) began using a new electronic data system for the submission and management of Approved Private School applications. The new Approved Private School Electronic Management (APSEM) system is designed to ensure accurate and timely submission and promote efficient processing of 4010 applications. BSE held a webinar on June 22, 2016 to review the new process. Since the training occurred, BSE and BEIS has received several questions from Preschool EI programs regarding this process.

The following are key points from the training that pertain to Preschool Early Intervention programs:

- The child's school district of residence is responsible to enter the 4010 application into APSEM on behalf of the Preschool EI program,
- In order to ensure FERPA within the APSEM, only school districts are able to utilize the system,
- The Preschool EI program will complete the 4010 paper application and submit it with the APS letter of acceptance and the signed NOREP to the appropriate school district who will enter the information into APSEM,
- Local school districts are aware of their obligation to complete this task in a timely manner. If this does not occur and cannot be rectified at the local level, please contact your EI Advisor/Division Chief who will work with BSE to resolve the issue.

Placement decisions remain with the IEP team. In addition, the child's school district does have a legitimate educational interest in this process. If you encounter any issues when working with your member school districts, please contact your EI Advisor/Division Chief who will work with BSE to resolve the issue.

If you have any questions regarding this matter, please contact your Early Intervention Division Chief.

Thank you.

Sincerely,

Carl R. Beck
Director