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# **TRANSITION OF HEAD START STUDENTS (SED-P011)**

WENATCHEE SCHOOL DISTRICT

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## **1.0 SCOPE:**

- 1.1 This outlines the procedure for the transition of preschool students on an IEP enrolled in Head Start/ECEAP programs into the Wenatchee School District.

**The online version of this procedure is official; therefore, all printed versions are unofficial copies.**

## **2.0 RESPONSIBILITY:**

- 2.1 Director of Special Education, Assistant Director of Special Education, Early Childhood Coordinator, Special Education Program Coordinator, Preschool Teachers, School Psychologist and Speech Language Pathologists, Elementary Resource Room Teachers, Kindergarten Teachers, Head Start staff.

## **3.0 APPROVAL AUTHORITY:**

- 3.1 Director of Special Education or Assistant Director of Special Education

## **4.0 DEFINITIONS:**

- 4.1 Individualized Education Program (IEP) - is a written statement of an educational program for a student eligible for special education that is developed, reviewed and revised in accordance with state and federal guidelines (at least annually).
- 4.2 Early Childhood Education Assistance Program (ECEAP) – this program contracts with the Wenatchee School District to provide services to preschool students who qualify based on ECEAP standards.

## **5.0 PROCEDURE:**

- 5.1 The Head Start staff generates a list in January of students who will be transitioning from Head Start to the school district.
  - 5.1.1 This list is shared with the Early Childhood Coordinator.
- 5.2 Head Start sends out a copy of the transition plan to elementary principals and the Director of Special Education for review in January.
  - 5.2.1 Approximate number of students is sent to elementary principals.
- 5.3 Head Start teachers schedule mid-year meetings with parents to review student's progress.
  - 5.3.1 Neighborhood school is designated by March 1.
  - 5.3.2 The approximate number of kindergarten students is sent to elementary principals.
- 5.4 Early Childhood Coordinator will work with Head Start staff to schedule transition meetings, completed by May 25.
  - 5.4.1 These transition meetings will include the Head Start teacher, support staff, elementary special education teacher, and/or kindergarten teacher. The parent is also invited to the meeting.

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5.4.2 During the staffing/meeting, the IEP amendment is completed.

5.5 Head Start plans and schedules evening parent meeting by April 30 to discuss kindergarten and ways to help children transition.

5.6 Head Start works with elementary principals and secretaries to schedule kindergarten visitations for preschool students by mid-May.

5.7 Kindergarten registration begins at elementary schools in the spring.

5.7.1 Head Start family advocates facilitate registration for parents.

5.8 Student files with completed paperwork are sent to elementary schools based on child's address by mid-June.

5.8.1 IEP file is given to Early Childhood Coordinator who will disseminate to the appropriate school.

5.9 If the child is not registered for school by 5/1, family advocate will help facilitate.

5.10 Head Start staff follows up with elementary school to confirm attendance in the fall.

## **6.0 ASSOCIATED DOCUMENTS:**

6.1 IEP SED-F023

6.2 Early Childhood Transition form

6.3 IEP Revision/Amendment SED-F038

## **7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
All documents in 6.0 above	Special Education Cumulative File; Student's building site	According to state and federal guidelines, six years after services end	Letter sent to last known address; if no response, records destroyed after one month	Stored in one location; fireproof

## **8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
11-May-01	A	Original Release
4-Feb-02	B	Updated protection information
16-Jan-03	C	Updated term in 5.4.2; updated records approval authority to include Assistant Director of Special Education, retention details, and form numbers
12-Sept-03	D	Updated records retention data, replacing seven years with six
04-Nov-04	E	Changed "twenty-first birthday" to "services end" in retention table

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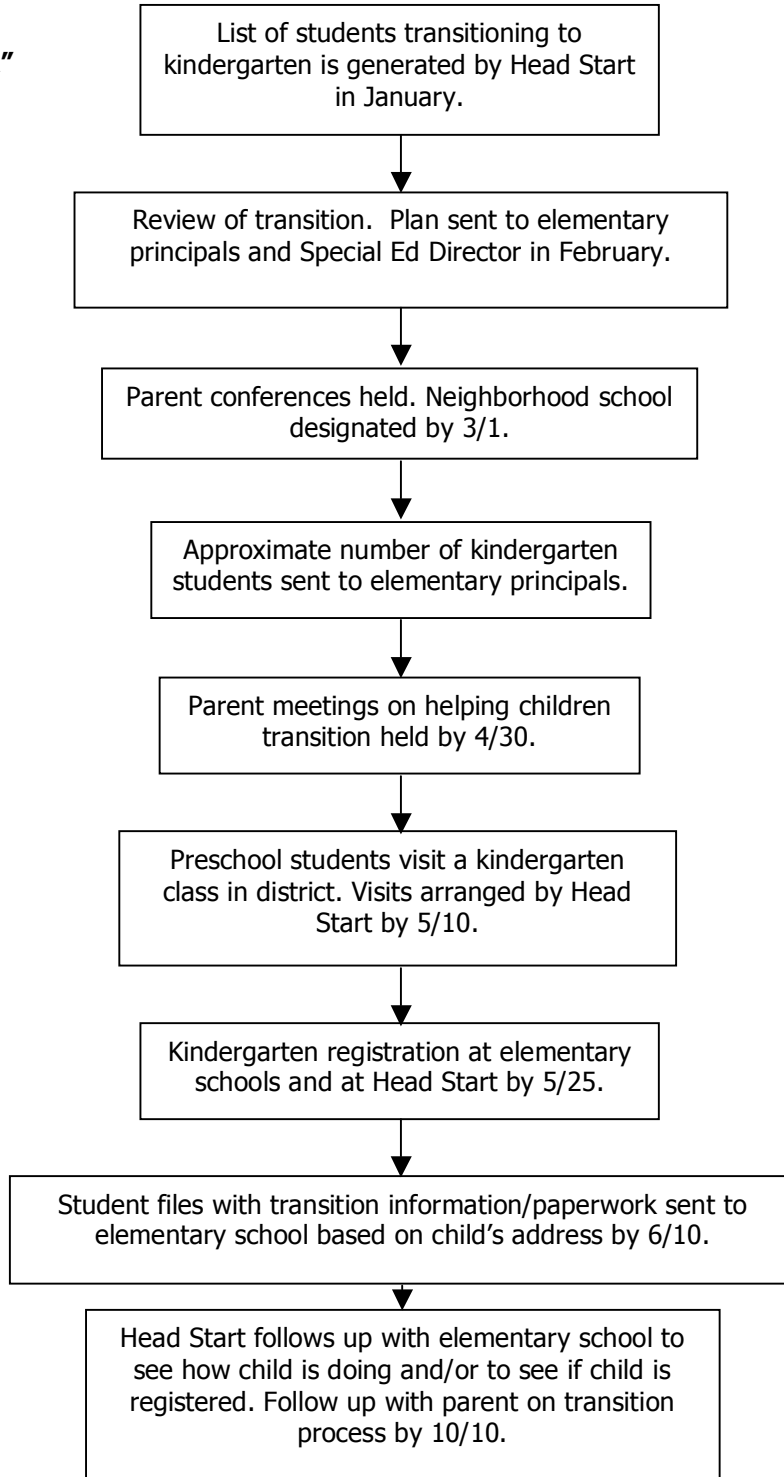
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26-Sept-08 F Changed title and added school psychologist and SLP to 2.0; deleted Title 1 Coordinator

**Exhibit "A"**



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