
TRANSITION OF PRESCHOOL SPECIAL ED STUDENTS (SED-P012)

WENATCHEE SCHOOL DISTRICT

1.0 SCOPE:

- 1.1 This outlines the procedure for preschool Special Education students transitioning to the next placement.

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

2.0 RESPONSIBILITY:

- 2.1 Early Childhood Coordinator, Special Education Program Coordinator, Preschool Teachers, Elementary Resource Room Teachers, Kindergarten Teachers, Director of Special Education, Assistant Director of Special Education

3.0 APPROVAL AUTHORITY:

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

4.0 DEFINITIONS:

- 4.1 Evaluation Team – will review the initial referral to determine if the student is a candidate for evaluation for special education. The team may include the school psychologist, Speech Language Pathologist, Occupational Therapist, parent and other staff as needed.
- 4.2 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).
- 4.3 Learning Improvement Day (LID) – is a weekly two-hour time period scheduled for teacher training and cooperative learning.

5.0 PROCEDURE:

- 5.1 The Early Childhood Coordinator generates a list of preschool students transitioning from preschool to their next placement.
- 5.2 The Preschool Special Education teacher and evaluation team members (which includes parents and teachers) will complete the transition form with the student's team by March 1, which includes a recommendation for placement.
- 5.3 The Early Childhood Coordinator and the Special Education Program Coordinator will schedule transition staffings with the Preschool and Elementary School Special Education teachers and support staff. The meetings are usually held in May during the Monday morning LID time.
 - 5.3.1 Documentation shared at the meeting includes the student's academic level, as well as any special consideration regarding behavior, health, or medical condition.
 - 5.3.2 The preschool teacher will provide the general and special education teachers with a copy of the transition form.
 - 5.3.3 The receiving team may schedule a meeting with the parents before the end of the school year.

TRANSITION OF PRESCHOOL SPECIAL ED STUDENTS (SED-P012)

WENATCHEE SCHOOL DISTRICT

- 5.4 The Preschool teacher will schedule a meeting with parents to complete an IEP Amendment, as well as help the parents complete the registration for the next placement.
- 5.5 The Preschool teacher sends the student's files to the Early Childhood Coordinator before the end of the school year.
 - 5.5.1 The file must include current IEP and the end-of-the-year report.
- 5.6 The Early Childhood Coordinator keeps the file until the end of August when final school assignments are in place.
 - 5.6.1 The student's file is sent to the receiving elementary school.
 - 5.6.2 The file is separated between the office staff (registration, immunization) and the Special Education teacher.
 - 5.6.3 The receiving Special Education teacher must provide information to the general education teacher if that student participates in the general education classroom.
- 5.7 The Special Education Secretary updates student data for the students transitioning from preschool to the next placement.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 IEP
- 6.2 Early Childhood Transition form
- 6.3 IEP Amendment

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

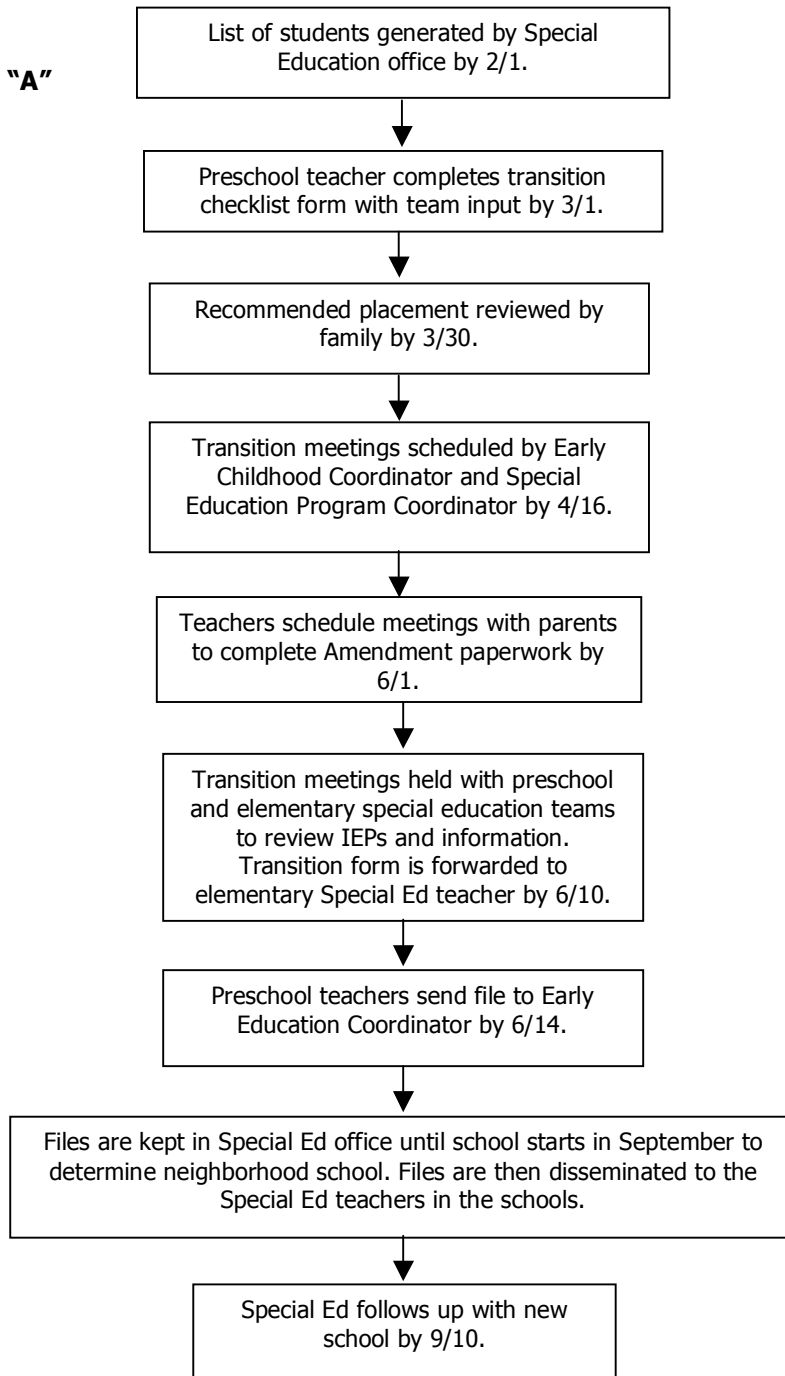
8.0 REVISION HISTORY:

<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 records approval authority to include Assistant Director of Special Education, retention details, and form numbers

TRANSITION OF PRESCHOOL SPECIAL ED STUDENTS (SED-P012)
WENATCHEE SCHOOL DISTRICT

12-Sept-03	D	Updated records retention data, replacing seven years with six
04-Nov-04	E	Added MDT definition; added reference to MDT in 5.3; changed "twenty-first birthday" to "services end" in retention table
28-Sept-08	F	Updated 4.0 definitions; updated 5.0 procedures; updated 6.0 associated documents.

Exhibit "A"



**** End of procedure ****