



Preschool Cheat Sheet

Referral Process:

Enrollment:

4034 - Enrolled solely for the purpose of determining eligibility for preschool special ed On the date that the referral letter is received

Location - 0000 district code

140 - Preschool special ed status determined or stopped for any reason

On the date of the CPSE meeting or other date determined

Location - 0000 district code

IF DETERMINED TO RECEIVE SERVICES-

0011 - Enrollment in Building or Grade

On the date services begin

Location - **THE SERVICE PROVIDER** (ex: if student is receiving services at home from someone employed by the county, the location would be the county)

Program services:

5786 - Preschool Student With Disability

On the date of determination

IF DETERMINED NOT TO RECEIVE SERVICES-

Record ends with the 140 code.

****If the student is continuing services from last year, simply start them at the beginning of the year with a 0011 - Enrollment in Building or grade.

Preschool students who are declassified:

Enrollment:

425: Left school, no documentation of transfer

Program services:

5786- Preschool student with disability record Put an **END DATE** in and fill in the **EXIT REASON CODE** 1 box with **901 - Declassified**



Preschool students continuing services over summer then advancing to K:

Enrollment:

0011 as Preschool on July 1

Location - The service provider

Program Services:

5786 - Preschool student with a disability

AT THE START OF SCHOOL IN THE FALL:

Enrollment:

If they stay in same building: 782 - Entry into different grade in the same building with Location as the same service provider and same PS grade,

THEN:

0011 - Enrollment into Building or Grade with the same location but Grade of

K, **OR:**

If they move to a new building: 153 - Transferred to another school in this district or to an out of district placement with the same location - the service provider and a grade of PS, **THEN:**

0011 - Enrollment into Building or Grade with the new location of a BUILDING and a grade of K.

Program services:

IF STILL CLASSIFIED:

5876 - Preschool student with a disability record needs an **END DATE** with an **EXIT REASON CODE 1 of 912 - Change in Disability**.

Add a new disability record reflecting the student's actual disability.

IF NO LONGER CLASSIFIED:

5876 - Preschool student with a disability record needs an **END DATE** with an **EXIT REASON CODE 1 of 901 - Declassified**.