Enrollment Guidance: Preschool Children

How do you enroll young children in your Student Information System (SIS)?
This depends on whether the child is present for special education services and/or a regular education program.

- **Family is enrolling a child without a disability in an early childhood program and is *not* seeking an initial special education evaluation:** Enroll the child with a Basis of Admission code (R, OT, etc.) in the expected service school site.
- **Family is seeking an initial special education evaluation for a young child not yet age eligible for kindergarten:** Create a basic student profile in your SIS with the Basis of Admission code PK3. Complete this step several days prior to beginning the initial evaluation process to allow time for the Wave to find/assign a State Testing Number (STN) and for EDPlan to populate the prospective student into the system (if not coming from SoonerStart).
  - The Individuals with Disabilities Education Act's (IDEA) federal regulations supersede any state or local policy and/or rules. Lack of formal enrollment documentation does not excuse the LEA's obligation to fulfill child find, eligibility, and IEP timeline requirements. Immunization records and birth certificate are not required to pre-enroll a student in the student information system with a PK3 basis of admission code to complete an initial eligibility evaluation.
  - If the child **IS** determined eligible for services:
    - Complete the child's enrollment and modify the Basis of Admission code to an appropriate code (such as R, OT, etc.).
    - Develop the Individualized Education Program (IEP).
    - Provide services.
    - Change the enrollment start date to reflect the day the student begins to receive services (1st day the student is present at the school).
  - If the child **IS NOT** eligible for services:
    - If the child is enrolling in an early childhood program provided by the district, complete the child's enrollment.
    - If the child **IS NOT** enrolling in a program provided by the district, **inactivate** (do not delete) the child profile in your SIS by marking the record as "state exclude/exclude from SIF" to inactivate. The exit code **01927** may be used. Follow all Special Education Policies and Procedures in Oklahoma when a student is not eligible.

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Decision Flowchart

Parent is seeking initial special education evaluation
Create a basic student profile in your SIS with Basis of Admission code **PK3** several days prior to Evaluation. Then **EVALUATE**.

The child **IS** eligible for special education services.

The child **IS NOT** eligible for special education services.

Complete the child's enrollment & modify the Basis of Admission code to an appropriate code (e.g. R or OT, etc.), adjusting the student's entry date to the date the IEP begins. Develop IEP & provide services.

YES

Does the district/school have an early childhood program & is the child enrolling in it?

NO

Use exit code **01927** to **inactivate** (do not delete) the student profile in your student information system.