Head Start Enrollment and Transition Process

Application Process
Head Start Enrollment Coordinator reviews application based on enrollment priority criteria points. Children with identified developmental delays or who have an IEP/IFSP are given more points. Children must be 3 years old by Sept. 1st except if child has an active IFSP/IEP.

Childfind coordinated with district

Head Start Developmental Screening is coordinated with school district personnel. Dial-3 and vision and hearing screening
Parent Permission to conduct screening is required.

Screening indicates no further evaluation is necessary. Screener reviews results with parent.

Screening indicates formal evaluation is necessary. Screener reviews results with parent and completes a brief summary.

If needed, Head Start Disability Coordinator will complete the formal referral form to submit to school district as necessary and attach screening information with parent consent and/or develop plan for monitoring the child.

Start referral process to School District and follow steps on flow chart.

If eligible, **IEP** is developed (**within 45 school days of parent consent**). Disability Coordinator and Head Start teacher participate in ESER/IEP meeting.

Transition to Kindergarten

- **Head Start teachers prepare the children in the classroom by practicing routines and Kindergarten activities.**
- **Discuss Kindergarten with Parents**
- **Invite teachers to visit Head Start**
- **Students visit Kindergarten**
- **The Early childhood SPED teacher provides the continuity in attending all the IEP meetings and sharing information across settings.**