Enrollment Guidance: Three Year Olds
Oklahoma State Department of Education

Question: How do you "enroll" a three-year-old child in your Student Information System (SIS)?

Response: This depends on whether the child is present for special education services and/or a regular education program.

A. If the child is enrolling in a PK3 program and is *not* seeking special education services, enroll the child with a Basis of Admission code PK3.

B. If the child is seeking special education services (regardless of the availability of a PK3 program in your district or if the child should be in a PK4 program but one is not offered in your district), create a basic student profile in your SIS with the Basis of Admission code PK3. *This should be done several days prior to the Special Education Department evaluating the prospective student to allow time for the Wave to find or assign a State Testing Number (STN) and EdPlan to populate the prospective student into the system (if not coming from SoonerStart).*

    a. If the child **IS** determined eligible for services:
        i. Complete the child's enrollment and modify the Basis of Admission code to an appropriate code (such as R, OT, etc.).
        ii. Develop the Individualized Education Program (IEP).
        iii. Provide services.

    b. If the child **IS NOT** eligible for services:
        i. If the child is enrolling in a PK3 program provided by the district, complete the child's enrollment leaving the Basis of Admission code PK3.
        ii. If the child **IS NOT** enrolling in a PK3/PK4 program provided by the district, inactivate the child profile in your SIS using Exit code 3504.

Decision Flowchart

Are the parents seeking a special education evaluation?

NO. → Enroll the child in PK3 with a Basis of Admission code PK3.

YES: Create a basic student profile in your SIS with Basis of Admission code PK3 several days prior to Evaluation.

Evaluate the child.

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

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

Does the district/ school have a PK3 program & is the child enrolling in it?

YES.

NO.

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

Use exit code 3504 to inactivate the student profile in your student information system.