

**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 in the expected service school site.
- 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), 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/assign a State Testing Number (STN) and for 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**

