

# 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 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. An immunization record and birth certificate are not required to enroll a student in the student information system with a PK3 enrollment code.
- **Family is requesting an initial special education evaluation (regardless of the availability of a preschool 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 or PK4 (depending on the child's age). *This should be done several days prior to the Special Education Department beginning the 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).*
  - 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). 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.
    - Provide services.
  - If the child **IS NOT** eligible for services:
    - If the child is enrolling in a PK3/PK4 program provided by the district, complete the child's enrollment leaving the Basis of Admission code PK3 or PK4.
    - If the child **IS NOT** enrolling in a PK3/PK4 program provided by the district, **inactivate** (do not delete) the child profile in your SIS using Exit code 3504. Follow all Special Education Policies and Procedures in Oklahoma when a student is not eligible.



### Decision Flowchart

