Prince George's County Public Schools
Before and After School Extended Learning Program
1616 Owens Road, Oxon Hill, MD 20745
(Office) 240-724-1675 – (Fax) 301-316-2155

Registration for Special Education/Special Needs

If you are registering your child for the Before and After Extended Learning Program, who has special needs placement pursuant to a current Individual Education Plan (IEP), 504 plan, Emergency Care Plan (ECP) or a Behavior Intervention Plan (BIP), a team will need to conduct a review to make sure that the program is appropriate for the student.

Parent is asked to:

- Complete all required documents for registration
- Submit signed health inventory
- Grant permission for access to child's IEP, 504 Plan, ECP or BIP
- Inform Coordinator of serious health issues

Site Coordinator will:

- Receive and review all registration documents
- Place and hold space for child and/or place on waiting list
- Request child's IEP, 504 Plan, ECP or BIP
- Send to the Central office the
    - Registration form, Terms of Agreement
    - Health Inventory, Immunizations, Emergency form
    - Special needs policy, Permission to access the IEP, 504 Plan, ECP or BIP along with corresponding documents

Program Liaison-Special Needs Compliance Officer will:

- Review special needs documentation
- Consult with
    - Wing Coordinator
    - Principal
    - Teachers
    - Special Needs Compliance Officer … in order to make a collaborative decision regarding acceptance and accommodations
- Send written communication regarding decision to BASELP coordinator, parents and school personnel

Please Note:

- If student is accepted with accommodations, the accommodations will have to be in place before the student can begin attending the program.

I received and read this procedure:

_____ _____

SIGNATURE ***DATE***

ANNUAL UPDATES: _____ _____ _____ _____

(Initials/Date) ***(Initials/Date)*** ***(Initials/Date)*** ***(Initials/Date)***

Revised 6/07/16

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PROGRAM: _____

SPECIAL NEEDS ENROLLMENT PROCESS

Special note regarding the enrollment of students with special needs as defined with an IEP, 504 plan, Behavioral Plan or serious health condition:

- Permission to access records must be granted by parent
- A non-refundable registration fee will hold a space until review and determination letter received
- Returning students must be re-evaluated and are not automatically enrolled
- A review MUST be completed for ALL students with special needs to determine that BASELP is an appropriate program for the student

As the parent/guardian of _____, I hereby grant permission for the appropriate Before and After School Extended Learning Program personnel to access this student's records.

_____ _____

Signature ***Date***

ANNUAL UPDATES: _____ _____ _____ _____

(Initials/Date) ***(Initials/Date)*** ***(Initials/Date)*** ***(Initials/Date)***

Revised 6/07/16