REGISTRATION FOR SPECIAL NEEDS

If you are registering your child for the Before and After School 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:
1. Complete all required documents via the online registration portal
2. Submit the signed health inventory form and inform the program coordinator of any serious health issues
3. Read and sign the following special needs intake forms:
   a. Registration for Special Education/Special Needs
      i. This form outlines the procedural intake process for students with special needs
   b. Special Needs Enrollment Process
      i. This form grant permission for access to your child’s records
      ii. A copy of your child’s most current pertinent documents: IEP, 504 Plan, ECP, or BIP. (*If you do not have a copy of the document, please request a copy from your child’s school.)

Program Liaison-Special Needs Compliance Officer will:
1. Review special needs documentation
2. Consult with
   a. Wing Coordinator
   b. Principal
   c. Teachers
   d. Special Needs Compliance Officer... in order to make a collaborative decision regarding acceptance and accommodations
3. Send written communication regarding decision to BASELP coordinator, parents, and school personnel

Please Note:
- If a student is accepted with accommodations, the accommodations MUST be in place before the student can begin attending the program.

I have received and read this procedure:

_____________________________ __________________________
SIGNATURE DATE

ANNUAL UPDATES: (Initials/Date) (Initials/Date) (Initials/Date) (Initials/Date)

Revised 6/17/19
SPECIAL NEEDS ENROLLMENT PROCESS

PROGRAM: ______________________________________

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

- 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 6/17/19