

To: Pre-K SPED Teachers and Staff
From: Roni Bader-Tables, Dolores Mendoza

Date: Mon 11/5/2007

Subject: Procedures for Pre-K Students Transitioning to Kindergarten

Dear Pre-K SPED Teachers:

The following notes are provided to you as a review of what your Pre-K Staffing Specialist explained to you about pre-k students transitioning to kindergarten at the end of this school year:

- All CST-R Conferences for transitioning students will be held by 11/21/07. All students who are labeled DD and will be six by December 31, 2008 must have a CST-R Conference, and will be re-evaluated if recommended. If you have a student who does not fall in this age range but you feel needs a re-evaluation prior to exiting pre-k, please discuss this with your Pre-K Staffing Specialist immediately.
- All pre-k to kindergarten transitioning students must have an annual IEP conducted by December 21, 2007. The IEP will have a duration date of 7/31/08 and must have ESY addressed. Priority Educational Needs (PENs) are to be reflective of the student's needs while in pre-k.
- Exit transition staffings will begin in March, 2008. An annual IEP will be developed at the transition staffing with the Pre-K Staffing Specialist and invited home school representative (invited by Pre-K Staffing Specialist). At that time, kindergarten needs/services will be discussed. The IEP developed at this meeting will be effective on the day of the meeting; therefore, the goals on the old IEP need to have the final status code documented.
- ESOL testing must be completed no more than 30 days and no less than 2 days prior to the transition staffing date. All corresponding information (ESOL eval date/score/level) must be entered into ISIS on the J Screen. The employee # (on PF4) will be left blank until the student enters kindergarten, at which time the kindergarten teacher's employee # will need to be input.
- For students not transitioning to kindergarten (remaining in pre-k), annual IEPs will continue to have a duration of one year from the initiation date minus one day.

Please contact your Pre-K Staffing Specialist with any concerns you have with your transitioning students. Thanks. Roni

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