




**COUNTY OF SAN BERNARDINO  
PRESCHOOL SERVICES DEPARTMENT  
POLICY**

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**EFFECTIVE: 07-01-10**  
Updated

**SUBJECT:**  
SERVICES FOR NEW CHILDREN WHO ENTER HEAD  
START WITH AN ACTIVE INDIVIDUALIZED  
EDUCATION PROGRAM (IEP)

**APPROVED: 10-21-10**  
  
**BY: Ron Griffin, Director**

**PURPOSE**

Services for new children who enter head start with an active Individualized Education Program (IEP)

**POLICY**

The IEP should serve as a working document for teacher and other providing services for the child.

**REFERENCE**

Head Start Performance Standards 1308.19(k)

**PROCEDURE**

- During recruitment, if the parent/guardian shares that their child has an Individualized Education Program (IEP) staff must obtain a copy of the current IEP and any assessment reports available and forward them to disabilities..
- If applying for Head Start and the parent does not have a copy of the IEP, the parent should complete the Authorization for Request/Release of Information, and a Parent Interview Form to allow Head Start to immediately contact the district concerning services, placement and the needs of the child.
- If the child's IEP is from another district and the family is now living within the local school district, Disabilities will refer the parent/guardian to the local school district or centralized registration center to register the child for special education services. The parent/guardian will need to provide the new school district with the following documents: verification of birth, proof of immunizations, proof of address, guardianship court documents (if applicable), and the child's IEP. \*Contact your local school district for registration requirements to see if they are the same as those above.
- To initiate collaboration between Head Start and the IEP team, the parent/guardian must inform the school district that their child is being considered for placement in Head Start.
- Within 30 days of receipt of the IEP, the new school district will review the child's IEP and will determine if they will adopt the active IEP or will develop and implement a new IEP.

- If the child's IEP is from another district, and the family continues to reside within that district, services will be unaffected.
- For children with an IEP that has lapse (inactive), Disabilities will encourage the parent/guardian to contact the school district to resume services.

#### **LEA Responsibilities/Guidelines**

- If the child's IEP is from a district covered under the same SELPA; the new school district shall continue, without delay, to provide services comparable to those described in the existing IEP, unless the parent/guardian and the district agree to develop and implement a new IEP for the child.
- If the child's IEP is from a school district outside the local SELPA; the new district must review the current IEP within 30 days of receipt and determine if they will adopt the active IEP or will develop and implement a new IEP.
- If the child's IEP is from another state; the new school district, in consultation with the parent/guardian, shall provide services comparable to those described in the existing IEP. If determined necessary by the new district, an assessment will be conducted and a new IEP will be developed.