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| **SPECIAL SERVICES PROTOCOL** |
| **Category:** | **Regulations**: 1302.62 Additional services for parents. |
| **Purpose:** | **Activity / Steps** |
| **Meetings** (Classroom Staff, Special Services Content Specialist and the referring party - School Districts and/or Agencies) | * An initial meeting will be scheduled between teachers/Home Visitor and parents to review the referral and discuss the concerns.
* CTR (Consent to Release Information) form will be completed.
* Further meetings will be scheduled and further plans will be made in regards to individualized planning for the student.
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| **Specific Goals**  | * The classroom staff/home visitor and the parents meet to develop a specific goal to support their child to meet the IFSP/IEP goal from home as Home Goal if they decide to.
* The parents will keep track of the activities and time they work on with their child at home using the Home Goal in-kind form
* The teacher/home visitor will provide to the parents, information about progress on the goal at the visit, through data reports, and etc.
* The parents are being able to change the goal when they fell their child has mastered their goal or when the parent wants to explore a new goal.
* The teacher/home visitor will inform the SSCS if the IEP/IFSP goal needs to changed or updated.
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| **Transition from IFSP to IEP** | * The parent will attend the meeting with the school district when they screen the child and the School District must explain to the parent if their child qualifies for an evaluation. The parent or the school district will invite the SSCS, teacher, and or Home Visitor.
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| **Transition from IEP to Kindergarten** | * This meeting will be schedule between the school district and the parents. SSCS or teacher will attend if needed or requested.

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