

Enrollment Guidance: Preschool Children



How do you enroll young children in your Student Information System (SIS)?

This depends on whether the child is present for special education services and/or a regular education program.

- **Family is enrolling a child in a PK3 program and is *not* seeking special education services:** Enroll the child with a Basis of Admission code PK3 in the expected service school site.

- **Family is requesting an initial special education evaluation (regardless of the availability of a preschool program in your district or if the child should be in a PK4 program but one is not offered):** Create a basic student profile in your SIS with the Basis of Admission code PK3 or PK4 (depending on the child's age). Complete this step several days prior to the Special Education Department beginning the evaluation process to allow time for the Wave to find/assign a State Testing Number (STN) and for EDPlan to populate the prospective student into the system (if not coming from SoonerStart). Immunization records and birth certificate are not required to enroll a student in the student information system with a PK3 enrollment code to complete an initial eligibility evaluation.
 - If the child **IS** determined eligible for services:
 - Complete the child's enrollment and modify the Basis of Admission code to an appropriate code (such as R, OT, etc).
 - Develop the Individualized Education Program (IEP). The Individuals with Disabilities Education Act's (IDEA) federal regulations supersede any state or local policy and/or rules. Lack of formal enrollment documentation does not excuse the LEA's obligation to fulfill child find, eligibility, and IEP timeline requirements.
 - Provide services.
 - If the child **IS NOT** eligible for services:
 - If the child is enrolling in a PK3/PK4 program provided by the district, complete the child's enrollment leaving the Basis of Admission code PK3 or PK4.
 - If the child **IS NOT** enrolling in a PK3/PK4 program provided by the district, **inactivate** (do not delete) the child profile in your SIS using Exit code 3504. Follow all Special Education Policies and Procedures in Oklahoma when a student is not eligible.



Decision Flowchart

