

GENERAL PRESCHOOL ENROLLMENT REMINDERS

It is recommended to keep a list of all students who will be transitioning from CPSE to Kindergarten in the new year to assist with reporting CSPE summer enrollment records properly. Often, CSPE summer enrollment records need to be adjusted manually in the SIS in the new year.

Pre-School Referrals whose eligibility was determined this school year 20-21:

- **4034** Reason for Beginning Enrollment code starting the date of the initial referral and must be exited with a **140** Ending Enrollment code on the date of the determination
- If they are classified and received services during the current year, report with a **0011** enrollment record, location they are receiving services and
- Report a Program Service code of **5786** (Preschooler w/a Disability)

If the determination has not been made by 6/30/20

- Open a new 4034 enrollment record in the 20-21 school year and end with **140** when determination is made.

Pre-School students who were declassified prior to 7/1/20 – no need to report a summer 2020 CPSE enrollment

Must end BOTH Enrollment and Program Services:

- **425** Ending Enrollment Code
- **5786** Program Service Code
 - Needs an End Date also prior to 7/1/20
 - Needs an Exit Reason Code (**901** – Declassified)

CPSE students receiving summer services in 2020 and remaining in CPSE throughout next year:

- **0011** Beginning Enrollment Code beginning 7/1/20
- **5786** Program Service Code beginning 7/1/20

CPSE students advancing to Kindergarten (CSE) in September (receiving or not receiving summer services in 2020):

- **On July 1st**
 - **0011** Enrollment Code
 - **5786** Program Service Code
- **Mid-August** (use date from Frontline IEP Direct)
 - End Enrollment Code with a **153** if changing location OR **782** if staying in the same building
 - Program Service – End **5786** disability code with Reason Code **912** (change in Disability)
- **On Sept 1st or first day of school**
 - **0011** Entry Enrollment code with a grade level of KH or KF
 - School-age disability program service record

CPSE students advancing to Kindergarten as a Gen-Ed student (NOT CSE) in September:

- **On July 1st**
 - **0011** Enrollment Code
 - **5786** Program Service Code
- **Mid-August (use date from Frontline IEP Direct)**
 - End Enrollment Code with a **153** if changing location OR **782** if staying in the same building
 - Program Service – End **5786** disability code with Reason Code **901** (declassified)
- **On Sept 1st or first day of school**
 - **0011** Entry Enrollment code with a grade level of KH or KF

CPSE students held back from Kindergarten by parents (CSE) in September:

- **On July 1st**
 - **0011** Enrollment Code
 - **5786** Program Service Code
- **Mid-August (use date from Frontline IEP Direct)**
 - End Enrollment Code with code **425**
 - Program Service – End **5786** disability code with Reason Code **912** (change in disability)
- **On Sept 1st or first day of school**
 - **5905** Entry Enrollment code with a grade level of 13 (ungraded)
 - Homebound Location (777)
 - School-age disability program service record

All PreK students regardless of (CPSE status)

- **0011** Entry Enrollment code with a grade level of PKH or PKF
- Location of the Pre-K Program
- PreK Program Service record (902- UPK or 990- Other PreK)
- **If CPSE and receiving services**, then also report **5786**- Pre-school student with disability

Note: do not report PreK students with a 4034/140 enrollment code even if they are being referred to and evaluated by CPSE.