

AGREEMENT BETWEEN  
Local PUBLIC SCHOOLS  
AND  
Local/HEAD START

PURPOSE

The purpose of this agreement is to describe the responsibilities of each agency and to provide guidance for coordination and cooperation between local education agencies and Head Start in order to:

1. Assure that children in need of special education or special education and related services receive appropriate services for which they are eligible; and
2. Assure quality programs and reasonable and appropriate services through the joint utilization of resources.

RESPONSIBILITIES

The Chamberlain Public Schools are required to:

1. Locate, identify and evaluate, all children birth to twenty-one, residing within their boundaries, who may have a disability.
2. Provide a multidisciplinary evaluation.
3. Provide special education services and related services to all eligible children, as determined by the local placement committee and as described on their Individualized Education Program (IEP) or Individual Family Service Plan (IFSP).
4. Assure that whenever appropriate the IEP/IFSP will include instruction for parent(s)/guardian(s) to assist in accomplishing the goals and objectives of the IEP/IFSP.
5. Assure that procedural safeguards and confidentiality of information are provided to eligible children and their parents.
6. Facilitate the transition of eligible children between their preschool program and the K-12 system.

Head Start is required to:

1. Recruit, enroll and serve eligible children. Ten percent of Head Start enrollees must be children with an identified disability. **Provide to the LEA by December 1, annually the number of children receiving services under IEP's.**
2. Refer children suspected of having a disability to the child's School District for evaluation. **[1308.4 (L)]**
3. Insure completion of health screening/assessment (medical, dental, nutritional, and developmental) not performed by the local education agency, as part of the evaluation for determining if a disability is present.
4. Collaborate with the local education agency in the multidisciplinary evaluation, IEP development, and the implementation of the portions of the IEP/IFSP identified for the Head Start Program, the IEP/IFSP annual review, and the transition process.
5. Insure that procedural safeguards, including confidentiality of records are provided for all children with disabilities and their parents.
6. Offer a support system for families of children with disabilities through training, information and social support to enable parents to advocate for their child.

#### AREAS OF COORDINATION AND COOPERATION [1308.4 (L)]

1. Information on children enrolled in Head Start and/or jointly enrolled children will be shared with written consent of the parent/guardian. This information would include the Head Start Diagnostic Reporting Form, evaluations, developmental screenings, **IEP/IFSP, etc. in accordance with the Head Start Performance Standards 45CFR Part [1308.4 (L)].**
2. A copy of a Head Start Referral and Treatment Record will be sent to \_\_\_\_\_ Public Schools when referring a child for further evaluation. Upon completion of the evaluation, the school will complete and return the Head Start referral form with notification if special services are necessary.
3. \_\_\_\_\_ Public Schools may refer eligible children to the Head Start program either orally or in writing at any time throughout the year.
4. \_\_\_\_\_ Public Schools may request a Head Start representative to attend the IEP/IFSP meeting of a child being considered for Head Start enrollment to explain Head Start services. All information shared will remain confidential.
5. \_\_\_\_\_ Public Schools will notify Head Start either in writing, electronically or by phone of Placement Committee Meetings, IEP/IFSP Meetings or IEP/IFSP Review Meetings for any child receiving joint services.

6. An Individual Education Plan (IEP/IFSP) will be collaboratively developed for each jointly placed child identified with a disability at a staffing which includes the child's parent or legal guardian, public school staff, Head Start staff and other appropriate service providers.
7. Services for jointly placed children with disabilities including the purchase of necessary equipment may be cooperatively shared as agreed upon at joint IEP meetings.
8. Staff working with jointly placed children with disabilities will meet on a monthly basis.
9. Planning for the transition of each child with disabilities will be discussed during the IEP/IFSP review. **[1308.4 (L)]**
10. \_\_\_\_\_ Public Schools staff may be used on a consultation basis for children served in Head Start inclusive of preschool psychological screening, assessments and observations. Written recommendations provided by \_\_\_\_\_ Public Schools staff would be used by the teaching staff to meet the individual needs of the child/children. All information will remain confidential.
11. The development and implementation of an annual screening process for three and four year olds utilizing \_\_\_\_\_ Public School staff and Head Start staff will be cooperatively arranged **each year. [1308.4 (L)]**

Suggestions for collaboration:

\_\_\_\_\_ Public School and the Head Start Program will coordinate screening efforts by:

- a. Sharing staff and facilities for joint screenings.
- b. Coordinating the instruments and procedures to be used.
- c. Informing and including parents in the screening process.

12. \_\_\_\_\_ Public Schools and Head Start agree to share information on training and in-services to facilitate joint training whenever appropriate. **[1308.4 (L)]**
13. This agreement will be reviewed annually or as necessary. We the under signed agree to follow this agreement for coordination and cooperation.

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Superintendent of School District

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Director of \_\_\_\_\_/Head Start

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Date