



AIM QUICK FIXES

Enrolling PK Students



SCENARIO: Student is PK and receiving SPED services, but doesn't attend the school.

FIX: Enroll the student with the correct *Service Type*.

Pre-school students receiving Special Education services from a district must be enrolled to create and maintain Special Education records, even if they are receiving services outside of the school.

The *Start Date* for the student is the day they are enrolled for testing purposes.

The *Start Status* is 01: First time receiving educational services (unless they are a transfer from another district).

NOTE: If the student is not eligible for services or refuses services when the evaluation is complete, the *End Date* is the date the determination was made.

The Grade is PK.

The *Service Type* is N: Special Ed Services (this is the correct *Service Type* because PK students are **only** eligible for Special Education Services).

Click **Save**.