



Ann Arbor Public Schools  
STUDENT INTERVENTION & SUPPORT SERVICES  
2555 South State Street  
Ann Arbor, Michigan 48104-6145  
Telephone & TDD (734) 994-2318  
Voice Mail Boxes 994-8292, Fax 994-1826

This represents a change in referral, evaluation, and service delivery to preschool age students. After careful review, the following has been determined the most effective way to allocate staff and provide special education services to preschoolers cared for at home, in day care homes, or enrolled in private preschools:

#### **REFERRAL PROCEDURES:**

1. The Ann Arbor Preschool and Family Center Assessment Teams accept referrals of infants and children who are under the age of 5 by December 1 of the current school year.

#### **Contact the Ann Arbor Preschool and Family Center Intake Coordinator at 994-2303.**

2. Neighborhood elementary schools accept referrals of students who are Kindergarten age (5 years old by December 1). Evaluations will be conducted by the assessment team at the child's home school.
3. Elementary Special Education teams in buildings housing tuition-based preschool programs
  - a. conduct pre-referral consultations/Student Study Team (SST) meetings, and
  - b. process referrals for all preschool students enrolled in their respective buildings.

#### **SERVICE DELIVERY:**

1. The Early Intervention Special Education Team provides teacher consultant services, supplementary aids, and related services to children ages birth-3 years in the home and/or by appointment at the Ann Arbor Preschool and Family Center.
2. ECDD staff provide classroom programs for students 2 ½ years - age 5 who are determined eligible for placement in an Early Childhood Developmentally Delayed (ECDD) or Communication Classroom. Supplementary aids and related services are delivered during the child's school day.
3. Ann Arbor Preschool and Family Center Special Education teacher consultants and ancillary staff provide supplementary aids and related services to
  - a. all eligible general education students enrolled in the Head Start and Michigan School Readiness Program
  - b. and students who are under the age of 5 by December 1. Children are seen by appointment at the Ann Arbor Preschool and Family Center or in the child's home, daycare, or private preschool.
4. Elementary ancillary staff provide supplementary aids and related services to students who are 5 by December 1 of that school year.
5. Elementary ancillary staff in buildings housing tuition-based preschool programs provide supplementary aids/related services to all preschool students enrolled in their respective buildings.

The Preschool Team is available for consultation or assistance with complex or difficult cases regardless of age or enrollment status.

**Revised 12/20/07**