

ERSEA

Task: Preparing Children’s Files

Task	Person Responsible	Date to be Completed
<p>1. Gather one folder of the following colors to be maintained at Central Office.</p> <ul style="list-style-type: none"> • Manilla • Blue • Purple • Red (Only if IEP/IFSP is on File) 	<p>Family Advocate</p>	<p>Upon Child’s acceptance</p>
<p>2. Administration, Family Services, Health, and IEP labels are to be provided by the IT Coordinator. The labels are to be placed (in above order) on each designated tab. They are to be organized as follows:</p> <ul style="list-style-type: none"> • The Administration folder (manilla) includes: Selection criteria, signed ChildPlus application, Eligibility Verification form, proof of age, proof of income, court documents (if applicable), mail merge documents- excluding Health History, Family Partnership Agreement, Family Needs Survey, and Parent/Guardian Parent Meeting Survey • The Family Services folder (purple) includes: Family Needs Survey, Family Partnership Agreement, Notification, Parent Meeting Interest Survey, FPA Form, Family Outcomes Survey • The Health Services folder (blue) includes: Immunization Record, Health History, Physical exam, Lead, and Dental exam, TABS assessment, Brigance, Fluharty, • The Individualized Education Plan folder (red) includes: Individualized Education Plan (IEP) or Individual Family Service Plan (IFSP) 	<p>Family Advocate</p>	<p>Upon Child’s acceptance</p>
<p>3. A label is to be created with the Child’s first and last name, enrollment date, and entry date. This tab is placed on the left (outside) side of the manilla folder.</p>	<p>Family Advocate</p>	<p>Upon Child’s acceptance</p>

<p>4. The Education folder contents to be inserted at year's end and upon closeout includes:</p> <ul style="list-style-type: none"> • Initial Home Visit Form • LAP-3 Booklet and SR Progress Report • 1st PTC and 2nd PTC • End of Year Home Visit Form • Emergency Cards (Originals) • ChildPlus 3030 (Signed at both Parent/Teacher Conference by Parent) • Record Release Form <p>* Education folder contents noted above should be kept on site in yellow file within classroom until Closeout at which time all forms noted above will be filed in Child's File at Closeout</p>	<p>Lead Teachers</p>	<p>Year End</p>
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