

APPENDIX G
Alabama First Class Pre-K Program
Request for Modified Schedule
(To be completed by OSR Site Director and submitted to OSR Regional Director)

Name of Class: _____ County: _____

First Class Coach: _____ First Class Monitor: _____

Teacher: _____ Email: _____

Site Director Submitting Request: _____ Contact Number: _____ Date Submitted _____

Do you have any other modified schedules? YES NO

Child's Name: _____

Child's Diagnosis (if applicable): _____

Does the child have a current IEP? YES NO

If yes, what services are they currently receiving? _____

Is anyone from the local school system coming into your classroom to assist this child? YES NO

If so, how often? _____

Was child tested and not eligible for services? YES NO

If the child does not have an IEP, have the parents agreed to a referral for special education testing? YES NO

Do you have your First Class Coach's support for this modified schedule? YES NO

Do you have your First Class Monitor's support for this modified schedule? YES NO

Modified schedule request ____ approved ____ denied Date _____

Regional Director verified child's schedule: _____

Comments: _____

Date modified schedule was lifted: _____

Please describe specific examples of how this child requires more time from both teachers than other children. Please be as detailed as possible. Since we are not able to visit each classroom and observe each child we rely on this information to support our decision.

Request for Modified Attendance Schedule

1. Specific reason(s) a modified schedule is being requested.
2. Interventions already implemented to help the child benefit from the program.
3. Information including all documentation of written correspondence and meeting notes documenting ongoing involvement with the parents, including the discussion regarding a special education referral.
4. Behavioral documentation and instructional observations of the child supporting the modified schedule request
5. Documentation of consultation with local school system special needs personnel (if the child has an active IEP,) results of implemented interventions, and status of special education referral if applicable
6. Any additional documentation parent voluntarily provides, such as documentation of consultation with any other outside resources (i.e. child's pediatrician, counseling services, or local school system, etc.)
7. A written schedule including the length of the child's proposed day, proposed daily schedule including times and the activities during this time period and the justification for the proposed schedule
8. A written plan describing how the child's attendance will be increased over time to the typical 6.5 hour day.