

Appendix G: Request for Modified Schedule

To be completed by First Class Pre-K Site Director and submitted to the Regional Director.

Please note that if a child has a current IEP (Individualized Education Program), please disregard this form and consult with the IEP team for any modification(s) to the child's schedule.

Name of Class: _____ County: _____

Coach: _____ Monitor: _____

Lead Teacher: _____ Email: _____

Site Director Submitting Request: _____

Contact Number: _____ Date Submitted: _____

Do you have any other modified schedule? Yes No

Child's Name: _____ Diagnosis (if applicable): _____

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

If yes, how often? _____

Has the child been referred for testing with results? Yes No

Is the child ineligible 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 Coach's support for this modified schedule? Yes No

Modified Schedule Request Approved Denied Date: _____

Regional Director verified child's schedule: _____

Comments: _____

Date modified schedule lifted: _____

Please describe examples of how this child requires more time from both teachers than other children in the classroom. Be as detailed as possible. We rely on this information to support our decision:

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 detailing ongoing involvement with parents/family, including the discussion regarding a special education referral.
4. Behavioral documentation and instructional observations of the child to support the modified schedule request.
5. Any additional documentation parents/family voluntarily provides, such as documentation of consultation with any other outside resources (ie: child's pediatrician, counseling services, or local school system).
6. 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.
7. A written plan describing how the child's attendance will be increased over time to the typical 6.5 hour day.

