PARTICIPANT TRANSFER REQUEST

DIVISION: HEAD START PRENATAL – 5 PROGRAM

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| Policy Number: ER0106 | Effective Date: 1/16/02Revision Date: 10/8/18 | Director Approval Date: 1/16/02Policy Council Approval Date: 07/26/16 |

**SUMMARY:** To address the needs of families and children in the Head Start and Early Head Start programs; this policy outlines procedures regarding the requests by a family for their child/or a prenatal participant to be served at a different center, site, caseload or classroom other than the one to which they have been assigned.

Each Head Start site has an established boundary defined by the territory covered by their bus route or by grant requirements. In some cases, this territory may overlap school district boundaries. In cases where children (ages 3-5) have identified disabilities and a written IEP, a request to be served outside the child’s school district cannot be approved due to the Department of Education’s regulations that require children to receive Special Education services from their local school district.

Infants and toddlers (ages 0-3) in Early Head Start, with identified disabilities, may be served outside their local district.

**PROCEDURE:**

1. At the parent’s request or at the request of an Area Supervisor, Child Care
Manager, Family Resource Specialist, Home Visitor or Family Advocate (with a parent’s approval), submission of a written Transfer Request Form and plan for a participant’s transfer to a different center, site, caseload or classroom will be provided to the Enrollment Coordinator. Information that is required in the request includes:
	1. Child’s/Participant’s name
	2. Parent(s) name (if applicable)
	3. Child’s/Participant’s current center/site/caseload/classroom
	4. Other center/site/caseload/classroom affected by the request
	5. Reason(s) for request
	6. Other information at the request of the Head Start and Early Head Start Operations and Development Director or the Enrollment Coordinator.
2. Area Supervisors must take into consideration that their FRS, Home Visitor or Family Advocate may be required to travel a longer distance in order to provide home visits to the family.
3. A participant may be served at a different center/site/caseload/classroom if the Area Supervisors affected, or the Child Care Manager (if EHS partner),and the Enrollment Coordinator agree to the request.
4. If a conflict is the reason for the transfer request the Conflict Resolution Policy must be followed before a transfer can take place.
5. Appeals will be reviewed by the Head Start and Early Head Start Operations and Development Director and a decision will be given in writing and that decision is final.

4-6