

Preschool IEP/EMIS Paperwork Distribution Chart			Preschool Student Name:					
	PR-02 Invitation	Documentation of Attempts (if applicable)	IEP	Excuse Form attached to IEP if core team members not in attendance	PR-01 (if parent not in agreement with IEP)	EMIS Data Collection Form or Summary	Student Placement Form (to show change of classroom or service)	Note Date(s) and Persons Distributed to:
District in which Child Attends School (Student Perm file)	ORIGINAL	ORIGINAL	ORIGINAL	ORIGINAL	ORIGINAL	ORIGINAL	ORIGINAL	
District of Residence (if different than District in which Child Attends School); e.g. child attending out of district program, foster child	X (Copy)	X (Copy)	X (Copy)	X (Copy)	X (Copy)	X (Copy)	X (Copy)	
Parent; including foster/surrogate			X (Copy)	X (Copy)				
Other (Related Services Providers, Special Education Teacher)			X (Copy)	X (Copy)				
EMIS Coordinator (District of Residence)						X (Copy)	X (Copy)	
ESC IMS Secretary	X (Copy)	X (Copy)	X (Copy)	X (Copy)	X (Copy)	X (Copy)	X (Copy)	

	Classroom Notebook	District of Residence EMIS Coordinator	ESC IMS Secretary	District of Residence Perm File	Transportation Department	Documentation Notes (i.e. date(s), persons distributed to)
PS-1; Child Enrollment Information	ORIGINAL					
PS-2; Child Enrollment Information	ORIGINAL					
PS-3; Child Medical	ORIGINAL					
PS-4; Transportation Agreement	ORIGINAL				X (Copy)	
PS-5; Emergency Medical Authorization	ORIGINAL			X (Copy)	X (Copy)	
PS-6; Race/Ethnicity/Language Documentation	X (Copy)	X (Copy)	X (Copy)	ORIGINAL		
Birth Certificate	X (Copy)			X (Copy)		
Immunization Record	X (Copy)			X (Copy)		
Custody Papers	X (Copy)			X (Copy)		