ELPP Reminders:

The Entry and Exit ELPP should be completed on a paper copy to ensure collaboration and documentation of input from all service providers, teachers, parents, and anyone else who may assist in providing information to complete the ELPP. The paper copy should be maintained in the child’s special education records.

Entry data should be entered in the ELPP Website for all preschool students within 60 days of the initiation of services. The date for 60 day completion is calculated from the initial IEP meeting signature date.

Entry data must be entered for all preschool children except those who have an initial IEP signature date that is less than 60 days prior to the end of the school year and will enter kindergarten in the fall.

The initiation of special education services:

- “Services” does not mean eligibility date, third birthday, etc.
- “Services” means when the LEA actually begins special education services.
- In most instances, the IEP begins immediately following the initial IEP meeting (signature) date.

If a child exits prior to the end of year (moves to another state, parent withdraws child) and has received six months or more of services, Exit ELPP should be completed within 30 days of exit.

Required to keep data for documentation to support each standard for the ELPP at Entry and Exit.

Use the ELPP Progress Monitoring Documentation form, located at the ALSDE website, to record ELPP entry/exit data and the sources from which the data was collected.

INDICATOR 7: PRESCHOOL OUTCOMES

1. Positive social-emotional skills (including social relationships);
2. Acquisition and use of knowledge and skills (including early language/communication and early literacy); and
3. Use of appropriate behaviors to meet their needs.
**ELPP Reminders (continued):**

Progress monitoring helps to determine IEP goals and provides documentation of progress toward ELPP standards.

Progress monitoring should be completed on a routine basis.

To assist in gathering documentation for the ELPP, the *Family Focus Interview* and the *Natural Environment Observation* align with the Alabama Developmental Standards for Preschool Children.

ELPP Forms and Frequently Asked Questions may be obtained at the ELPP Website.

**Transfer Students:**

- Child’s name will automatically populate to the new LEA’s ELPP Web based list after child is withdrawn from the previous LEA, enrolled in new LEA, AND assigned a Case Manager in the new LEA.

- If entry ELPP data was NOT entered in previous LEA, child’s name will populate to Entry list (Blue). ELPP data should be entered by the Case Manager in the new LEA within 60 days of beginning services in the new LEA.

- If entry ELPP data was entered in previous LEA, child’s name will populate to the Exit list (Orange) page. Entry data will NOT be visible. Entry data should have been entered on a paper copy and should be available from the previous LEA.

Enter actual date services began into the “Preschool Services Begin Date (3-5 yrs. old)” field in the Student Folder in Chalkable SETS. The “Preschool Services Begin Date” initiates the 60-day timeline for completing the Entry ELPP.

Entry overdue (“Past Due” column) list is a reminder that Entry ELPP data should be entered. Names will automatically populate to this list after 60 days from the initial IEP meeting signature date.

Some students appearing on the entry overdue list may not actually be overdue for entry data. Example: IEP written in May, but services do not actually begin until August 20th. The LEA has 60 days from the date services actually begin.

If the student’s name appears on the exit overdue list after the April 30th date, the ELPP should be entered at that time. (May 1st through the end of the school year).

Be aware of the following ELPP website features:

- E-mail feedback link
- Date of Initial IEP Meeting column
- Past Due column
- Search feature for student name lists

A case manager who changes his or her last name in SETS must ask his or her LEA ELPP Administrator for a new password, which is different from the former ELPP password(s) in order to view ELPP students.