



EXCEPTIONAL STUDENT EDUCATION
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Bulletin #P-14377-CLS/ESE

Contact Person:
Sue Alex, PX 48066

Information Only

TO: All Elementary Principals

FROM: Janis Andrews, Ed.D., Chief Academic Officer *JA*

SUBJECT: DROP-IN SPEECH SERVICES AT ELEMENTARY SCHOOLS

Prekindergarten students who are eligible to receive speech-language therapy may do so at the school closest to their home or child care center on a drop-in basis if up to 90 minutes per week of therapy can adequately meet the student's Individual Education Plan (IEP).

It is requested that school-based SLPs schedule early morning sessions to accommodate these prekindergarten students. Up to 4 prekindergarten students per group session is acceptable. Please allow flexibility with SLP work hours and duty schedules to accommodate drop-in students.

Area Child Find Diagnostic Teams are responsible for notifying the receiving school's ESE Contact of students for whom drop-in services are recommended by sending a copy of the eform IEP. Parents will be notified of the need to complete a student registration form for their child at the assigned school as a drop-in student and adhere to the scheduled drop-off and pick-up times for the therapy. Transportation is not available for drop-in students as parents and childcare centers typically arrange transportation to and from therapy.

Data Processors need to develop schedules and courses for the drop-in services using course codes 7763030F for Speech Therapy and 7763040G for Language Therapy. The SLP will be responsible for keeping accurate attendance records and submitting them daily to record in TERMS. ESE Contacts are asked to maintain compliance for these students, including holding transition kindergarten IEP meetings and re-evaluation meetings when necessary.

If you have any questions, please contact Sue Alex at 434-8066 (PX 48066) or via email at sue.alex@palmbeachschools.org.

EWG:JA:KO:WJG:SZA:jfb

Approved by: 
E. Wayne Gent, Superintendent