

Entering Regular Early Childhood as the Program Placement in to NHSEIS Tip Sheet

General Information

- The program placement of "Regular Early Childhood Program" is available to all districts for children aged 3-5 with an IEP.
- Because a Regular Early Childhood Program is not an approved special education program, the actual name of the specific program is not entered into NHSEIS.
 - ❖ **Important** - If the child is placed in the Regular Early Childhood Classroom, do not enter the name of the school district program as the ones listed in NHSEIS are only those with Special Education Program Approval.
- It is important that the IEP team record the actual program name (for example Tri-County Head Start or Bedford Early Education Program) in the Written Prior Notice.

1. Entering Regular Early Childhood as the Program Placement

- Select Program Placement
- Add State-Approved Program
- Enter the Program Begin and End Dates.
- In the box next to Program Name, enter **Regular Early Childhood Program**
- Hit find program(s)
- Two "providers should come up" - Regular Early Childhood Public School and Preschool Community Outreach site
- Check the appropriate "provider," depending on where the child will be
- Hit save and continue

2. # of Sessions

- Under the # of sessions you will need to change day to week.
- Then enter how many sessions per week and the length of each session the child will be attending the regular early childhood program.
- Then, Click on "details"

3. Details

- Under the setting tab, click for a drop down menu and choose 3-5 Early Childhood Program.
- Then click save and continue.

If you have questions or would like more information, please contact Michelle Lewis or Jennifer Cunha of the Supporting Successful Early Childhood Transitions Project at the Parent Information Center, mlewis@picnh.org or jcunha@picnh.org or 224-7005.