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**Collaborative Agreement Between  
 WCMCA Head Start and Pelican Rapids School District  
 2019-2020**

**A. WCMCA Head Start agrees to:**

1. Refer all children with a suspected disability to the Local Education Agency (LEA) as soon as a need is identified (with prior written parental permission).
2. Include pertinent information regarding the child's performance with the referral (with parental permission).
3. Inform the LEA when a child with a disability is enrolled in Head Start (with parental permission).
4. Attend I.E.P./I.F.S.P./I.I.I.P. staffing for Head Start children receiving special education and/or speech services (with parental permission).
5. When a Head Start parent requests a transition meeting for their child, Head Start will coordinate and facilitate a meeting between the parent, Kindergarten Teacher and Family Education Specialists (F.E.S.).
6. Send a summary report of child's progress to the school for all children transitioning from Head Start to attend Kindergarten (with parental permission).
7. Notify local personnel of training being offered through Head Start which may be applicable to their position.

**B. The Local Education Agency (Pelican Rapids ISD #548) agrees to:**

1. Refer children to Head Start when dual programming is possible or when it is felt that Head Start is the best placement (with parental permission).
2. Assess, diagnose and provide a program (as necessary) for children referred by Head Start.
3. Assist Head Start in working with a child with disabilities that is dually served (i.e. - phone conversations and/or meetings to provide Head Start with information to help ensure the child's successful transition into Head Start. (With parental permission.)
4. Invite Head Start staff too child's I.E.P./I.F.S.P./I.I.I.P. staffing, and provide the Head Start staff with a copy of child's plan including signature page of those attending I.E.P./I.F.S.P./I.I.I.P. meeting.
5. When a child referred to the LEA is determined not to meet the criteria to receive Special Education Services, documentation stating this will be provided to Head Start for the child's file when Head Start provides a release of information.
6. Provide transportation of dually enrolled children when mutually agreed upon by both parties, the details will be negotiated before or upon enrollment of a child in Head Start.
7. Whenever possible and appropriate, the child's special education and/or speech services will be provided in the Head Start classroom.

This agreement will be in effect for one year. It is not meant to be all inclusive but outlines the major areas of collaboration.

*Valerie Arnquist* 9/3/19  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Valerie Arnquist  
 WCMCA, Inc., Head Start

Title: \_\_\_\_\_