



4670 11<sup>th</sup> Street  
East Moline, IL 61244  
309-796-2500  
309-796-2911 Fax

Christan Schrader  
Director

## MEMO

To: BHASED Inter-District Program Coordinators  
Local District Special Education Coordinators

From: Christan Schrader

Subject: Inter-District Program Registration Procedures  
Local District Registration Information

In order to facilitate clarity of who is attending an inter-district program and “proof” of home district registration plus minimization of paper being sent back and forth, we will follow the procedure documented below:

- 1) The Black Hawk Center Program, the UT Satellite Program, and the Phoenix Program will send out a list of each district’s students that are expected to come to the inter-district program for the following school year. This list will be sent to the local district special education coordinator.
- 2) Confirmation that each student has registered in their home district must be documented; this documentation should be recorded on the spreadsheet provided. The Center list should be returned to Stephanie Garrity; the Phoenix list should be sent to Tara Schmeink.
- 3) The parent of each student expected for next year will receive a letter indicating that the parent must register in their home district.
- 4) The letter to parents will tell them when/where to register in their home district. This will be based on the information that has been forwarded to BHASED. In the absence of other information, parents will be instructed to call/go to the home district Central Administration office.
- 5) Parents who come to the inter-district program first will be sent to their home district to register.
- 6) Students who have not registered in their home district will not be allowed to attend the inter-district program.

The district registration information is included below.

**REGISTRATION BY DISTRICT**

DISTRICT	CONTACT INFORMATION
<b>ALWOOD #225</b>	309-334-2719
<b>CARBON CLIFF #36</b>	309-792-2002
<b>COLONA #190</b>	309-792-1232
<b>EAST MOLINE #37</b>	309-792-2887 x3
<b>HAMPTON #29</b>	309-755-0693
<b>MERCER COUNTY #404</b>	Unit Office 309-582-2238
<b>MOLINE #40</b>	309-743-1600
<b>ORION #223</b>	309-526-3388
<b>RIVERDALE #100</b>	309-523-3184
<b>ROCK ISLAND</b>	309-793-5900 x231
<b>ROCKRIDGE #300</b>	309-793-8001
<b>SHERRARD #200</b>	309-593-4075
<b>SILVIS #34</b>	309-792-9325
<b>UTHS #30</b>	309-752-1658

Thank you for your patience with this important issue and your help in making this work as smoothly as possible.