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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, the Deaf/Hard of Hearing 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; the DHH Program list should be returned to Jodi DeKeyrel.
- 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
ALWOOD #225	309-334-2719
CARBON CLIFF #36	309-792-2002
COLONA #190	309-792-1232
EAST MOLINE #37	309-792-2887 x3
HAMPTON #29	309-755-0693
MERCER COUNTY #404	Unit Office 309-582-2238
MOLINE #40	309-743-1600
ORION #223	309-526-3388
RIVERDALE #100	309-523-3184
ROCK ISLAND	309-793-5900 x231
ROCKRIDGE #300	309-793-8001
SHERRARD #200	309-593-4075
SILVIS #34	309-792-9325
UTHS #30	309-752-1658

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