



THE SCHOOL DISTRICT OF  
PALM BEACH COUNTY, FLORIDA

JEFF SILVERMAN  
DIRECTOR

JANIS ANDREWS, Ed.D.  
ASSISTANT SUPERINTENDENT


EXCEPTIONAL STUDENT EDUCATION  
3378 FOREST HILL BLVD., A-203  
WEST PALM BEACH, FL 33406-5813  
Phone: 561-434-8626 Fax: 561-434-8384  
[www.palmbeachschools.org](http://www.palmbeachschools.org)

November 18, 2011  
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Contact Person:  
Sue Alex, PX 48626

Action by:  
Information Only

TO: All Principals

FROM: Judith Klinek, Chief Academic Officer 

SUBJECT: **DROP-IN SPEECH-LANGUAGE THERAPY SERVICES AT 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 via Liquid Office. A final copy of the IEP will be routed to the ESE Contact. 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 the Data Processor to record. ESE Contacts are asked to maintain compliance for these students, including holding transition kindergarten IEP meetings and re-evaluation meetings when necessary.

Questions regarding drop-in services should be directed to Sue Alex, ESE Program Planner, at 434-8066 (PX 48066).

EWG:JK:JA:JS:SZA:jb

Approved:   
E. Wayne Gent, Superintendent

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