

## Bulletin # 3

Released:  
March 3, 2011



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*illuminate™ insights is an archived bulletin of information aimed toward users of the Berrien Regional Education Service Agency illuminate™ Special Education System. It is designed to be an ongoing support communication tool to expand user knowledge of the system and to disseminate information as to system updates/changes.*

### **Preschool and Private School Considerations**

The illuminate™ Special Education system is based upon student enrollment into a given district and building for access to special education processes. Preschool and private school students present special consideration in that they are not typically enrolled in the district where services are provided. In order to use illuminate™, service providers will need to enroll students in the Berrien District, "RESA Preschool/Private Building."

### **Enrollment Steps:**

- Step 1: Click [www.berrienresa.org/specialeducation/illuminate/preschoolparochstudents/](http://www.berrienresa.org/specialeducation/illuminate/preschoolparochstudents/)
- Step 2: Complete the requested information. Leave enough time for the information to be entered into the RESA Preschool/Private building and uploaded into illuminate (24 to 48 hours).
- Step 3: Once enrolled use the system as you would for any other special education student.

### **illuminate™ IEP – Adding Services for a Preschool/Private Student:**

- Step 1: Chose type of service adding to student's IEP.
- Step 2: Chose the Berrien District. Remember the student is enrolled in a county-wide building so to have access to the student, you must affiliate your services to the district/building in which the student is enrolled (Berrien District). This is important in order for the student to populate on your caseload and be available for Medicaid, if eligible.
- Step 3: Select service provider name and specify amount of service as typically entered.

### **Exiting Students:**

Once a student is placed in a classroom program, enrolls in a district building, moves, or is no longer eligible for services, you will need to notify Berrien RESA so that the student may be dropped from the Berrien RESA Preschool/Private building.

- Step 1: Click <http://www.berrienresa.org/specialeducation/illuminate/preschoolparochexitform/>
- Step 2: Complete the requested information.

