

GRANBURY INDEPENDENT SCHOOL DISTRICT

PROCEDURES FOR PREGNANCY RELATED SERVICES

1. The school becomes aware of a pregnant student. The counselor meets with the student, completes the "Individualized PRS Plan" form (**PRS-2**) and begins a PRS packet. Send name of PRS student, by email, to the Special Programs Coordinator.
2. The counselor sends a "Request for Medical Information" form (**PRS-3**), "PRS Doctor's Confirmation Report" form (**PRS-4**) and a "PRS Intake Form" (**PRS-5**) with the student for signatures of student, parent/guardian (if student is under 18 years of age), and physician.
3. When the forms are returned to the counselor, the campus PEIMS clerk is notified of the PRS designation of the student. The PRS entry date is noted on the "PRS Data Entry Form" (**PRS-6**) and the entry date is recorded in the student software program.
4. The counselor meets with the student to track attendance, academic progress, and pregnancy related issues. The counselor maintains the PRS Counseling Log (**PRS-7**) on a regular basis.
5. Approximately one month prior to expected delivery date the CEHI teacher will meet with the counselor, student, and the parent/guardian of the student (if student is less than 18 years of age). The "CEHI Statement to Parents" (**PRS-8**) is completed and instructions given to the student to notify her counselor and the CEHI teacher upon delivery of baby.
6. When the student delivers or if medical complications with the pregnancy occur, the student's counselor faxes the "Verification of Delivery" form (**PRS-9**), "Prenatal CEHI Recommendation" form (**PRS-10**), and/or the "Postpartum CEHI Recommendation" form (**PRS-11**) to the student's physician for completion.
7. CEHI service should begin the day after delivery. If the student is also special education, notify the special education department of the delivery, as additional home instruction will be required.
8. The CEHI teacher instructs the student from the student's home. The CEHI teacher tracks weekly instruction time with each student using the "CEHI Log" (**PRS-12**).
9. The CEHI teacher provides a copy of the "CEHI Log" (**PRS-12**) to the appropriate school counselor and the campus attendance/PEIMS clerk on a weekly basis. If student is not served the required time per week, absences must be recorded based on the PRS chart on page 144 of the SAAH.

10. The student continues with the Compensatory Education Home Instruction until the doctor completes the "CEHI Exit Form" (**PRS-13**) releasing the student to return to her regular school schedule.
11. If there are complications from the pregnancy and/or delivery, a medical practitioner may extend the postpartum period for up to four additional calendar weeks. The student's counselor faxes the "CEHI Extension Recommendation" form (**PRS-14**) to the student's physician for completion. **However, under no circumstances will a student remain eligible for PRS beginning on the first day of the eleventh week after the delivery date.**
12. As each student exits the PRS program or at the end of each school year, whichever comes first, the **PRS Data Entry Form (PRS-6)** and **PRS Checklist (PRS-15)** should be completed and put in each student's PRS file. A copy of the completed **PRS Data Entry Form (PRS-6)** should be given to the campus PEIMS clerk. The campus PEIMS clerk enters the PRS exit date for the student into the student software program.
13. As each student exits the PRS program or at the end of each school year, whichever comes first, a copy of each student's PRS file should be sent to the GISD District PEIMS Coordinator, for audit purposes. The PRS file should be maintained in the following order:
 - PRS-15 Checklist
 - PRS-6 Data Entry Form
 - PRS-16 PRS Campus/District Goals
 - PRS-2 Individualized PRS Plan
 - PRS-3 Medical Release Form
 - PRS-4 Doctor's Confirmation Report
 - PRS-5 PRS Intake Form
 - PRS-7 Counseling Log
 - PRS-8 CEHI Statement to Parents (if applicable)
 - PRS-9 Delivery Verification
 - PRS-10 Prenatal CEHI Recommendation (if applicable)
 - PRS-11 Postpartum CEHI Extension Recommendation (if applicable)
 - PRS-12 CEHI Instruction Log (if applicable)
 - PRS-13 CEHI Exit Form (if applicable)
 - PRS-14 CEHI Extension Recommendation (if applicable)
 - Copy of ARD/IEP for each special education student receiving CEHI (if applicable)
 - PRS Demographic Report
 - Copy of **CURRENT** GISD School Calendar