Pregnancy Related Services:
DOCUMENTATION END OF YEAR CHECKLIST

TEA
Texas Education Agency ®

The purpose of this checklist is to assist with students in the Pregnancy Related Services (PRS) program, including Compensatory Education Home Instruction (CEHI), for eligible students during the pregnancy and postpartum periods. These programs are designed to help students stay in school and adjust academically, mentally, and physically. This checklist could be used to help ensure completed PRS documentation. Keep in mind that the documentation should tell a complete story of what happened to the student.

☐ 1) PRS FORM	Review each PRS student form, ensure all required dates are listed and filled out. Check for each of the following dates.
	» PRS entry date
	» Pregnancy End Date (delivery date) or due date if its summer
	» CEHI beginning and end date
	» PRS withdrawl date
	» Return to class date or note if the student withdrew from school or graduated. (Optional but good practice)
	» Is the student special education? (See step 5 & 6)
☐ 2) CTE INDICATORS	Double-check that the career and tech indicator is turned off for students in PRS while they are being served at home or hospital bedside.
☐ 3) DOCTOR'S NOTES	Ensure that all students in PRS receiving prenatal or extended CEHI have required doctor's notes that meet the following criteria:
	» Is the doctor's note signed (or on letterhead) by a licensed medical professional?
	» Is it dated?
	» Is the duration of time the student needs indicated on the form?
	» Does it state a valid medical reason? (meaning issue specific, and not just state "pregnancy")
☐ 4) CEHI LOGS	Ensure there are logs for all students in CEHI and the logs contain all required dates, times (amount of time) and are signed by the teacher or have the teacher of record listed. Ensure all absences are correctly posted and the amount of time served does not go beyond the time allowed by SAAH. (6 weeks after pregnancy end date or max 10 weeks with doctor's note)
☐ 5) ARD DOCUMENTS	Ensure that each student in special education had an ARD document to reflect the students homebound need and change their coding to an instructional code 01 (homebound). A student may not be coded anything other than 01 while being served at home and the coding cannot be changed without an ARD.
☐ 6) LOGS - SPED HOMEBOUND	Ensure logs have all required dates, times and are signed (or have their name listed) by the certified SPED teacher (4 hours SPED time and 2 hours of PRS/week).
☐ 7) PRS INDICATORS	Do you have students that will deliver over the summer? It is a good practice to turn off all indicators at the end of the year. This will help prevent a student from rolling over into the next year that may no longer be eligible for PRS. Make a list of students that were to deliver during the summer to "check on" to see if they will need CEHI at the beginning of the next year.
	Keep in mind a student cannot be considered "enrolled" until they are served and there may be students needing CEHI the first week of school.
☐ 8) REQUIRED WAVIERS	If your LEA has a CEHI on campus waiver, check to see if the waiver should be renewed for the upcoming school year and will not expire.

If you have questions, email PregnancyRelatedServices@tea.texas.gov