

Conference: TAP contact, student and parent

Complete Parental Decision Letter Regarding Placement

Opt to **participate in TAP**:

Opt **not** to participate in TAP, keep record of Parental Decision to Opt Out and **STOP**

Complete TAP Student Rules & Regulations

Dropout Prevention Eligibility for Placement Forms:  
1. TAP Student with school administrator's signature  
2. TAP baby with TAP Director's signature (do not submit for pregnant students)

Submit the following to the TAP office:  
1. Parental Decision Letter  
2. Both of the Eligibility for Placement Forms  
3. First Page of the TAP Student Documentation of Services

TAP Student requests Child Care Services:  
Gathers necessary documents (*see checklist*) and selects a childcare provider

TAP student **does NOT** request childcare services at this time, **STOP**

TAP Contact meets with parent who presents all the necessary documents and completes the TAP Child Care Enrollment Form, Part A (quadruplicate form)

School Registrar enrolls TAP child into DSIS, completes Part B of the TAP Child care Enrollment Form, creates a TAP child student record with an original set of necessary documents and places it inside the parent's cumulative file.

Complete the first page of the TAP Student Documentation of Services  
1. Set up parenting skills delivery method  
2. Identify needed services  
3. Updates the TAP Student Documentation of Services each grading period

Eligibility Center completes **bottom** portion of TAP Child Care Enrollment Form (Part C) and keeps the **yellow** page of the TAP Child Care Form

TAP Student delivers the 3 additional records as follows:  
1. TAP Child Care Form **White**: submit to TAP Contact  
2. TAP Child Care Form **Goldenrod**: submit to Child Care Center along with original health and one original immunization record  
3. TAP Child Care Form **Pink**: kept by the student

TAP Contact:  
Makes a copy for own records and gives completed White TAP Child Care Form to school Registrar

TAP Contact Complete the first page of the TAP Student Documentation of Services  
1. Set up parenting skills delivery method 2. Identify needed services  
3. Updates the TAP Student Documentation of Services each grading period