

NEW YORK STATE PRESCHOOL SPECIAL EDUCATION PROCESS FOR CHILDREN – AGES 3-5

Referral to Local District's Committee on Preschool Special Education (CPSE)

- If a parent is concerned about their preschool child's development and wants an evaluation, they should make a written referral to the District CPSE
- Referrals may also come from the Early Intervention (EI) Service Coordinator (if the child received EI services and the parent consents, or other professionals such as a foster care agency)

Upon the CPSE receiving the referral, the CPSE Administration must issue the following to the parents:

- Notice that the CPSE has received a referral
- Notice of Due Process Rights and free/low cost legal services listing
- Consent for Initial Preschool Evaluation - Parent must sign consent for evaluations to be conducted
- Listing of *approved preschool evaluation sites*
- Parent must select an evaluation site and schedule an appointment

The Evaluation Site conducts the evaluations and writes reports, which are sent to the CPSE (and parent)

- Social history, psychological evaluation, educational evaluation and other assessments (if needed) are completed

CPSE Meeting

- The CPSE meeting must be held within a certain timeline (60 calendar days) from the receipt of referral/parent signing consent
- The CPSE will review the evaluations and determine eligibility for CPSE services
- If eligible for CPSE services, a classification of a "Preschool Child with a Disability (PSD)" is typically assigned
- A Prior Written Notice (PWN) is generated and provided to parent at conclusion of meeting or prior to programs/services being initiated
- An Individualized Education Plan/Program (IEP) is developed and written
- The IEP will describe the student's goals and recommended services in the Least Restrictive Environment (LRE)

The recommended programs/services should start within 30 calendar days of the CPSE recommendation

- The parent must sign consent in order to initiate services
- Even if the parent signs consent for CPSE evaluations, the parent can still refuse to consent to CPSE programs/services
- Examples of related services include: speech therapy, occupational therapy, physical therapy, assistive technology, parent education/training, counseling
- Examples of approved programs: Special Education Itinerant Teacher (SEIT), Special Class in an Integrated Setting (SCIS) and Special Class (SC)

Department of Education Approves Services

- Annual reviews of the IEP must be held at least once per year
- A parent may request that a CPSE meeting be held at any time if they would like to review the school placement or programs/services provided to the child