Committee on Preschool Special Education Services (CPSE)

Committee on Special Education Services (CSE)

New York State Education Department (NYSED)

**Initial Referral Process for Special Education Services:**

Students suspected of having a disability are referred to a multidisciplinary team called:

The Committee on Special Education or

Committee on Preschool Special Education

*Call your school district to find out who your CPSE or CSE chair is so you can give them a letter of written request.*

On the school websites or when calling in this could be:

 Special Education Services

 Disabilities Office

**The Team is made up of:**

* + Regular Education Teacher
	+ Special Education Teacher
	+ CPSE Chair
	+ Speech and Language Pathologist
	+ Occupational Therapist
	+ Sometimes:
	+ Physical Therapist
	+ Student Nurse
	+ Social worker
	+ School Psychologist

 Who the parent/guardian would like to invite:

* + A Doctor
	+ Friend
	+ Educational Advocate
	+ Parent Member (provided by district when requested)
	+ Vision Therapist

**The initial referral process:**

 A member of the school can make a referral

 A parent can request evaluation for services as well

**What is an individual evaluation?**

1. Make a referral in writing.
2. Sign a consent form.
3. Evaluations will be completed based on what is presenting with the individual child (parents provide input)
4. The appropriate specialist will perform the evaluations.
5. Some schools mail results prior to meeting, some will call and discuss others will go over the results for the first time at the meeting.
6. The Committee on Preschool Special Education will send you a notice of the meeting date.

*This will be at most 60 days from the date of referral. For individuals of Native American Descent (if identified) should be completed in 30 days of request.*

1. This information is reviewed at the meeting to determine if services are needed. Each of the specialist who completed the evaluations will determine if and to what level they would recommend.

**What is included in an individual evaluation?**

* + A physical exam
	+ A psychological exam
	+ A social history
	+ Observation of your child in their current educational setting
	+ Other test assessments:

Such as:

* + Speech and Language Evaluation
	+ Functional Behavioral Assessment
	+ Cognitive Assessment
	+ Fine or Gross Motors

**Additional Information from one parent to another:**

When requesting evaluations know a little about why you are requesting.

 Is the child able to perform same activities as other children their age?

If they are talking, have less than one word, cannot pronounce words correctly? No

Struggling with eating, drinking from a cup oral motor? No

This would be a request to for a **Speech evaluation**.

Are they able to walk steadily? Run? Ride a bike? No

This would be a request for a **Physical therapy** evaluation for gross muscle tone.

Is your child able to hold a crayon, pencil, hold a spoon or a fork? No

This would be the request for an **Occupational Therapist**

Is your child sensitive to food, touch, clothing, jumping up and down or off things, cry when they have water get on them? Yes

This would be a **Sensory Evaluation** performed by an Occupational Therapist

Is your child struggling to understand what you are requesting? Difficulty following a 1, 2 or 3 step set of directions? Are they learning their alphabet? Numbers? Yes or No answers?

This would be a request for a **Special Education Teacher** to perform a **Cognitive Evaluation**.

Is your child struggling with their behaviors? Do they cry a lot? Get angry easily? Struggle with peer play? Yes

This would be a request for a **Social Emotional Evaluation** performed by the **school psychologist**.

**If the committee decides your child is eligible for services:**

 Your child will receive an IEP Individualized Education Program.

The IEP development process must consider:

* your child’s strengths;
* your concerns for your child’s education
* the results of your child’s individual evaluation;
* the results of any State or districtwide tests or assessments; and
* any unique needs related to your child’s disability (such as communication needs, behavior, etc.).

Remember that your child’s services should always be in the least restrictive environment (LRE)

**For preschool children with disabilities, special education services can be delivered in:**

* day care
* regular preschool program
* other early childhood program in which you have enrolled your child.

**What happens when my child transitions to school age?**

**Committee will need to discuss your child’s school program before he or she enters Kindergarten. Sometime during the year before your child is eligible to enter school, the Committee will decide if your child continues to have a disability and/or if he or she continues to require special education programs or services. If so, the CPSE will make a referral to the CSE.**

**A note from one parent to another.** Have them complete evaluations again if they have not already. You want complete assessments not brief assessments of your child’s abilities. The more support they have now, the more success they will see later.

Don’t be afraid to request additional evaluations if you feel they are needed or obtain one from an outside provider.

Take a friend to the meetings or another parent or grandparent. When talking about your child it is good to have someone there to support and listen. *Remember your child when you walked into that meeting is the same one you walked into…identifying areas that need support did not change that child that you love.*

*For additional information:*

[*http://www.p12.nysed.gov/specialed/publications/policy/parentguide.htm#IEP*](http://www.p12.nysed.gov/specialed/publications/policy/parentguide.htm#IEP)