

NEW YORK CITY 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, s/he should make a written referral to the District CPSE
- Referrals may also come from the Early Intervention Service Coordinator (if the child received EI services and the parent consents) or other professionals



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

- Notice that the CPSE has received the referral (R-1P form)
- Notice of due process rights and free/low cost legal services listing
- Consent for Initial Preschool Evaluation (C1-P form)
- *List of approved preschool evaluation sites in New York City*
- *Parent must select an evaluation site and schedule an appointment*
- *Parent must sign consent for the evaluations to begin (C-1P form)*



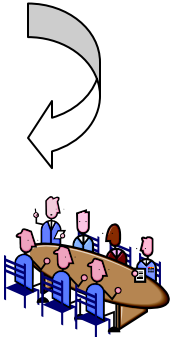
The Evaluation Team seeks input, evaluations and reports to the CPSE

- Social history, educational evaluation, psychological evaluation and other assessments are completed



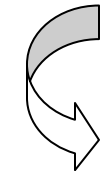
CPSE Meeting

- *The CPSE meeting must be held within 45 school days from receipt of referral by the CPSE or 30 school days of the parent signing consent (C1-P form) for the evaluation; whichever date is earlier*
- The CPSE team will review the evaluations and determine eligibility for CPSE services
- If eligible for CPSE services, a classification of "Preschool child with a disability" is typically assigned
- An Individualized Education Program (IEP) is developed and written
- The IEP will describe the student's goals and recommended services in the least restrictive environment



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

- The parent must sign consent in order to initiate services; this consent form is called the C-7P form. Services will not begin without parental consent
- Even if the parent signs consent for CPSE evaluations, the parent can still refuse to consent to CPSE services
- Examples of related services include: speech therapy, occupational therapy, physical therapy, assistive technology, parent education/ training, and counseling
- Approved programs: Special Education Itinerant Teacher (SEIT), Special Class in an Integrated Setting (SC/IS) and Special Class (SC)
- Transportation needs must be considered and noted on the IEP



DEPARTMENT OF EDUCATION APPROVES SERVICES

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



Preschool Special Education Timeline



Referral to Consent – 15 calendar days



Consent to CPSE Meeting – 30 school days



CPSE meeting & recommendation to implementation – appropriate July, September start date or no later than 30 school days after recommendation

Please note, it's 60 school days from consent for evaluation to implementation of the IEP!

