

# 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)*



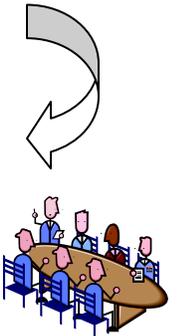
## **The Evaluation Team seeks input, evaluations and reports to the CPSE**

- 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

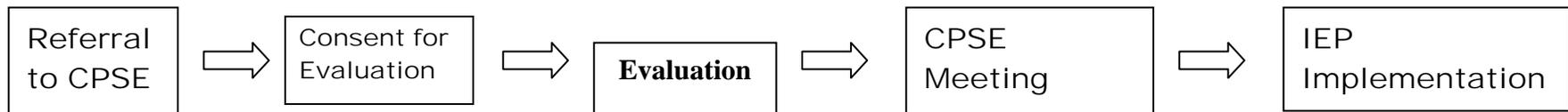


## **DEPARTMENT OF EDUCATION APPROVES SERVICES**

- 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!

