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 eligibly 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 CPSE**
- **Consent for Evaluation**
- **Evaluation**
- **CPSE Meeting**
- **IEP Implementation**

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!

$30 + 30 = 60$