\_\_\_\_\_ A decision to refer is made Education Services Manager, Center Manager, Family Advocate, Teacher, and/or Parents/Guardians may play a part in the decision process. This may be discussed at team meetings as well.

\_\_\_\_\_The parents are contacted, and the CEO’s CPSE (Committee on Preschool Special Education) referral packet is completed with either the FA, Teacher or CM.

\_\_\_\_\_ Parents are given school’s information on how to register child.

***Troy*** *families should be given registration packet when CPSE packet is filled out. Families will need to register their children at School 12. (475 First Ave, Troy) Families will need to find an evaluation agency.*

***Lansingburgh*** *families will receive registration packets through mail. If parents do not receive paperwork contact the Education Services Manager so we can get a packet sent to us. Families will need to find an evaluation agency.*

***Hoosick Falls*** *families do not have to register in the district.*

***Rensselaer*** *families must call the school to make an appointment to register their child. The number for Tracey Foust (registration) is 465-6440.*

***East Greenbush*** *families will be sent a packet and need to register child at Columbia High School. Families will need to find an evaluation agency.*

\_\_\_\_\_ CEO’s Referral Paperwork will be scanned to Education Services Manager.

\_\_\_\_\_The parents will receive a “packet” of paperwork including consent to evaluate from their school district. Parents may find the packet overwhelming. Please let them know if they need help and you can help. If the parents have not received their packet, the FA will call the Education Services Manager to contact the school district to verify the address and ask that another packet be sent. Please ask parents if they need help getting the registration packet to the school.

\_\_\_\_\_ Teacher, CM or FA may receive information about when the evaluation is occurring. After the evaluation is completed parents/guardians will get a phone call from therapists to review results with parents/guardians.

\_\_\_\_\_ The FA will make all attempts to attend CPSE meetings. It is important for FA to attend to help support families through this sometimes-difficult process. If Education Services Manager cannot attend FA will attend the CPSE meeting and write a CPSE summary and send a copy to the Preschool/Disabilities Specialist. The Education Services Manager will attend as many CPSE Meetings as possible.

\_\_\_\_\_ After the CPSE meeting is completed, parents will receive an IEP (Individual Education Plan). The Education Services Manager will be provided with a copy through the district.

What you can find on COPA: **(Completed by the Preschool/Disabilities Specialist)**

* Referral paperwork located in the child’s section. With case notes documenting the Preschool/Disabilities Specialist collaboration with the district/evaluation teams.
* When the child has services an IEP will be uploaded and located in the child’s edocs.
* The child’s services would be completed in the child’s disabilities tab.

When a child comes in with services:

* During phase in or initial conversations with the parents please ask if child is receiving special services. **IF** the child is receiving services the parents will need to fill out the Consent for Information form. Completed consent forms for the child will need to be scanned to the Education Services Manager.