

Red Hook Central School District  
9 Mill Road  
Red Hook, NY 12571

**COMMITTEE ON PRESCHOOL SPECIAL EDUCATION (CPSE) REFERRAL PROCEDURE**

It is important to note from the onset that the Red Hook CSD does not evaluate preschoolers (ages 3-5). Rather, we administrate a program called the Committee on Preschool Special Education (CPSE). Donna Schulte, Psy.D., is the chairperson of that committee. CPSE is regulated by the NYS Commissioner of Education's office and has some requirements. The process starts with a referral being made (usually by the parent) to the CPSE. When a preschooler is referred, the parent(s) receive a packet of information from our office and must sign consent for the evaluation as well as choose an evaluating agency. Prior to accepting a referral, we would need to have copies of any custody agreements so that we can make sure that the appropriate party signs the consent. Once that is done, then the following takes place.

1. The parent(s) chooses an "Evaluating Agency". This is an organization that is approved by NYS to conduct preschool evaluations.
2. Once the consent is signed and the agency chosen, we send a letter to the agency informing them of the choice. They then contact the parents to do the evaluation. The evaluations take place at the agency.
3. The law requires that every preschooler referred have a Social History (to look at background and development), a current (within a year) Medical Evaluation (usually a form completed by the pediatrician), a Psychological Evaluation (to look at how the child is learning compared to peers), and an evaluation in the specific area of concern (for example speech/language, fine-motor skills, etc.).
4. Once the evaluations are completed (up to 60 days after receipt of consent), the parent(s), school district and County Department of Health get a copy of the completed evaluations. Since the county pays for the evaluations and services, they are entitled to a copy and are members of the CPSE.
5. We have a meeting here in the District to which the parent(s), evaluator(s), and county are invited.
6. We review reports. In order to qualify for services, a child must have at least a 12-month delay in one area.
7. At the CPSE meeting, we discuss the child's strengths and needs and if the child qualifies, we discuss appropriate services ranging from related service (therapy in a specific area) all the way to special education classroom depending on what the child needs. An Individual Education Plan (IEP) is developed which outlines all the information considered at the CPSE meeting.

In order to proceed, we will need the above-mentioned custodial agreements. Once we determine who is able to sign the consent, we can proceed with the referral.

Should you have any questions about the procedures or purpose of the CPSE, please feel free to contact Donna Schulte, Psy. D., or Mr. Jack Costello, Director of Pupil Personnel Services at the below listed phone numbers and email addresses.

Donna Schulte, Psy. D.  
CPSE Chairperson  
(845) 758-2241 ext. 46450  
[dschulte@rhcsd.org](mailto:dschulte@rhcsd.org)

or

Mr. Jack Costello  
Director of Pupil Personnel Services  
(845) 758-2241 ext. 56100  
[jcostello@rhcsd.org](mailto:jcostello@rhcsd.org)