

Pine Plains Central School District

Pupil Personnel Services

2829 Church Street

Tel: 518.398.7181

Pine Plains, NY 12567-5504

Fax: 518.398.9191

PROCESS FOR COMMITTEE ON PRESCHOOL SPECIAL EDUCATION (CPSE)

When a parent verbally requests that their preschool child (soon to be turning age 3 through age 5) be evaluated for speech, occupational therapy, physical therapy, and/or educational services:

1. Parent must forward a signed letter of request to the Pupil Personnel Services (PPS) office at the Pine Plains Central School District including the child's name, date of birth, address, phone number and the reason for the request.
2. Once the above letter is received, the parent will be contacted and must register his/her child through Central Registration. Please contact Peg Bonneville at 518-398-7181 extension 1340. You may also access the registration packet online at www.ppcsd.org.
3. Once the child is registered, a packet including a letter of consent to evaluate will be sent to the parent. Included in the packet will be a list of evaluating agencies contracted through local county agencies (Dutchess and Columbia counties). The parent must choose an agency and note the name of the agency on the consent form. Signed consent must be received prior to the child being evaluated.
4. Once the signed consent is received by the PPS office, a letter will be sent to the evaluating agency of the parent's choosing stating which evaluations need to be performed. The evaluating agency will then contact the parent to schedule an appointment for the testing.

Once the evaluations are completed, copies will be sent to both the PPS office and the parent. The PPS Office will then schedule a CPSE meeting and invite the parent, the evaluating agency, and the county of residence agency. Based on the evaluations, the committee will determine at the CPSE meeting whether the child is eligible to receive services. Completed evaluations and a Committee on Preschool Special Education meeting will be held within 60 calendar days from the date that the PPS office receives the parental signed consent.

If the child is eligible for special education services, the PPS office will contact providers (contracted through local county agencies – Dutchess and Columbia counties) for availability to perform the recommended services as stated in the student's Individualized Education Program (IEP). Once the providers have been secured, the draft IEP will be completed and forwarded to the Board of Education for approval. After the Board of Education approval, the parent will receive a copy of the final IEP and services will begin after the Board of Education approval date.

If the child is found ineligible for special education services, a Determination of Ineligibility Document will be forwarded to the Board of Education for approval. Once approved, the parent will be forwarded a copy of this document.

Thank you for your cooperation. Please refer any questions to Janine Babcock, Director of Pupil Personnel Services at the Pine Plains Central School District.

Janine Babcock, Director of Pupil Personnel Services

Roseann Kemp, Secretary Ext. 1310

Renee Dallmann, Secretary Ext. 1311