

Preschool Special Education Referral Process

Committee on Preschool Special Education Services

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Your interest in having your child evaluated to determine eligibility for preschool services begins with our online Pre-Registration process. All children in our district must be registered prior to receiving an evaluation or services. Please complete the Online Registration process. Access online registration process by clicking the following link: [Online Registration Process](#).

You will need to call to set up an appointment to provide proof of age for your child and proof of residency. These documents must be on file with the Marcellus Special Education Department before the process can commence for referring your child for services. The CPSE secretary, Katrina Bishop, can be reached at (315) 673-6006 to set up a time to provide these documents.

Additionally, please complete the [CPSE Referral Form](#). You can attach the Referral Form you downloaded for our review. Please keep a copy for yourself.

We also recommend that you contact the staff at Early Childhood Direction Center (ECDC) for assistance in selecting the evaluator that seems a best fit for our child's needs. The service you select will evaluate your child and make recommendations to our Committee on Preschool Special Education (CPSE).

The Early Childhood Direction Center may be reached at (315) 443-4444 and is located at 200 Huntington Hall, Syracuse, NY 13244-4230

An ECDC staff member will talk with you about:

- * What happens during the evaluation process and the meetings of the Committee on Preschool Special Education;
- * The meaning of the Due Process Rights (including the possibility of stopping the entire process at any time);
- * The list of available evaluators in the area to select from;
- * The registration process and referral form;
- * Any questions that you have about your child's needs.

Once all documentation has been received and reviewed for your child, the Special Education office will determine the specific types(s) of evaluation that should be completed and request by mail your consent to conduct the evaluation(s) and mail the Due Process Rights for you to review.