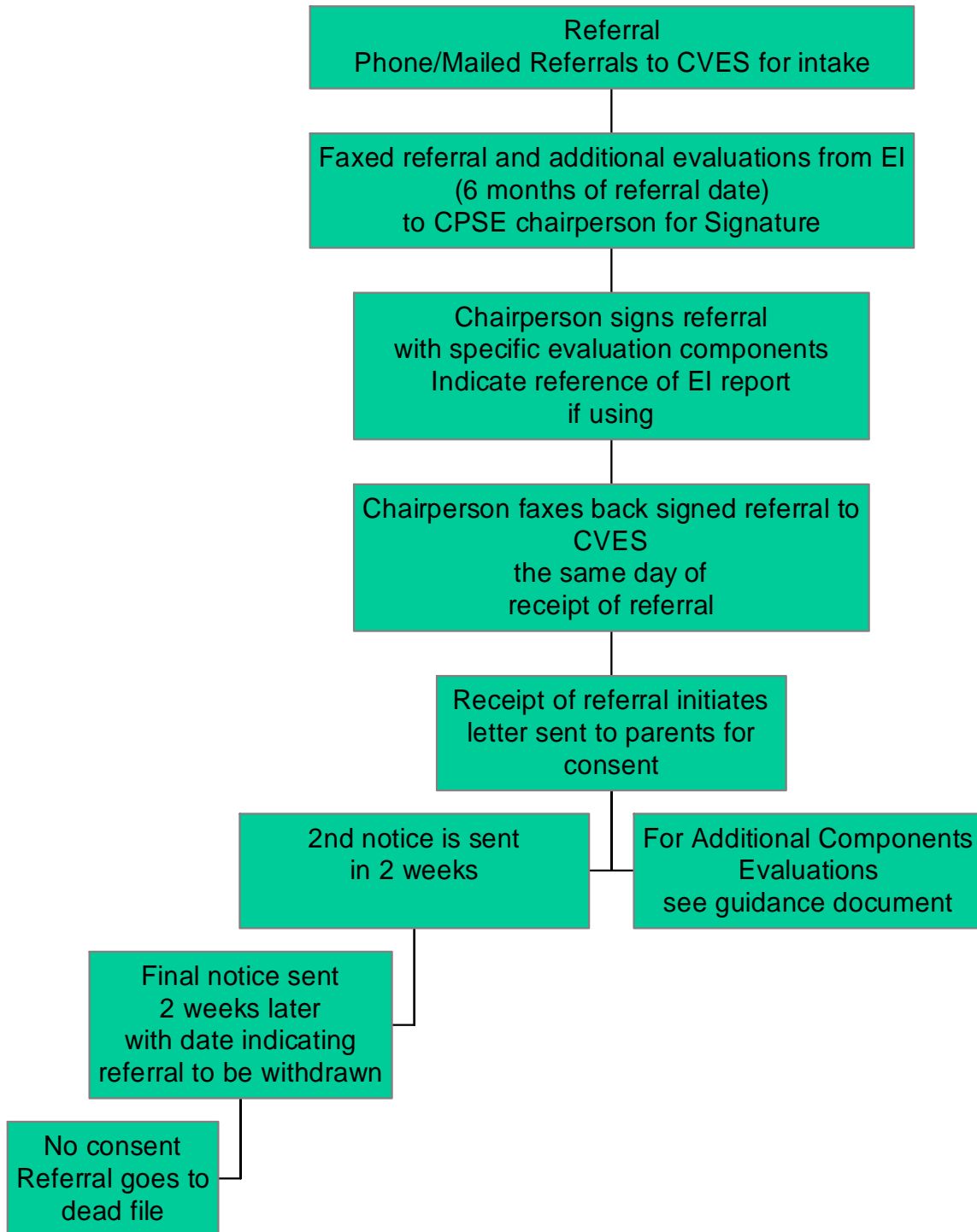
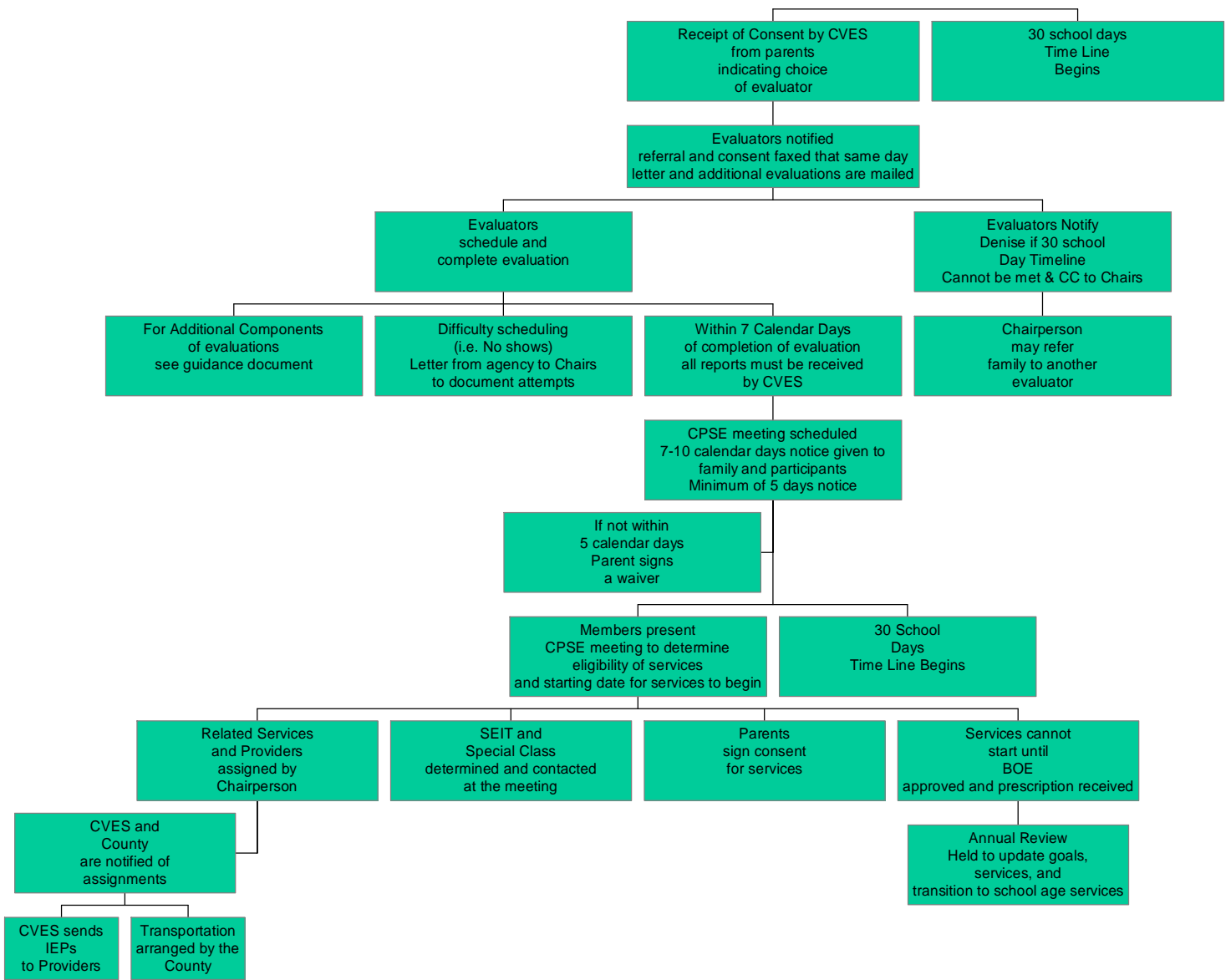


Plattsburgh City School District Special Education Dept.
Pre-school Timeline





Receipt of Consent by CVES from parents indicating choice of evaluator

30 school days Time Line Begins

Evaluators notified referral and consent faxed that same day letter and additional evaluations are mailed

Evaluators schedule and complete evaluation

Evaluators Notify Denise if 30 school Day Timeline Cannot be met & CC to Chairs

For Additional Components of evaluations see guidance document

Difficulty scheduling i.e. No shows Letter from agency to Chairs to document attempts

Within 7 Calendar Days of completion of evaluation all reports must be received by CVES

Chairperson may refer family to another evaluator

CPSE meeting scheduled 7-10 calendar days notice given to family and participants Minimum of 5 days notice

If not within 5 calendar days Parent signs a waiver

Members present CPSE meeting to determine eligibility of services and starting date for services to begin

30 School Days Time Line Begins

Related Services and Providers assigned by Chairperson

SEIT and Special Class determined and contacted at the meeting

Parents sign consent for services

Services cannot start until BOE approved and prescription received

CVES and County are notified of assignments

CVES sends IEPs to Providers

Transportation arranged by the County

Annual Review Held to update goals, services, and transition to school age services