

SPENCER-VAN ETTEN CENTRAL SCHOOLS
COMMITTEE ON PRESCHOOL SPECIAL EDUCATION (CPSE)
Instructional Support Office
P.O. Box 307, 16 Dartts Cross Road
Spencer, New York 14883
PHONE (607) 589-7111 or FAX (607) 589-3025

- o Please fill in all information on the referral form (page 2).
- o *For children living in Chemung County, please be advised that for any Speech/Language evaluation request, it is now mandatory to obtain a "referral" from the child's pediatrician **prior** to contacting any agency for the requested evaluation. Please let your pediatrician know that you will be requesting a Speech or Language evaluation for your child through the school as we will need to contact them for this referral.*
- o Once you have completed the referral, and have chosen the program or agency from the approved list on Page 3, please return page 2 to the Instructional Support Office at S-VE High School. We have enclosed a self-addressed stamped envelope for your convenience.
- o The Instructional Support Office will then contact the agency requested to start the process. The designated agency will contact you to arrange an appointment to interview you and evaluate your child. Once an evaluation has been scheduled, we will send a "consent for evaluation" form for you to sign. This form will need to be returned to our office as soon as possible. The evaluation cannot take place without this signed consent.
- o After all evaluations are completed and the results are typed, the agency will forward the evaluation to the Instructional Support Office. A formal meeting will then be scheduled for discussion and review.
- o A formal letter will be sent to the parent/guardian inviting them to attend a CPSE meeting to discuss the results of the evaluation.
- o The attendees at the meeting will consist of the parent/guardian, the county representative, the CPSE chairperson, a parent representative and someone from the evaluating agency. It will be discussed and decided whether the child needs services at this meeting.
- o If services are deemed appropriate, the parent/guardian will be asked to sign a Consent for Placement form prior to service delivery. The county may also have papers to be signed.

At anytime, a parent/guardian can withdraw from preschool services, as it is not state mandated. These services are only available to help and assist children for early intervention.

Please feel free to call if you should have questions or concerns regarding this process at 589-7111.