



THE SPECIAL EDUCATION PROCESS

Does your child have trouble learning? Is your child having difficulties in school that are getting in the way of their learning? Talk to your child’s teacher or other professionals in the school who can help decide what support might be needed. After all the classroom supports have been tried, it might be time to look into Special Education.

Step 1 - Referral

If you are worried about how your child is doing in school you can ask for an evaluation of their abilities and needs.

- This may be requested at any time by making a referral in writing to the Committee on Preschool Special Education (CPSE, ages 3-5).
- Or to the Committee on Special Education (CSE, ages 5-21). The Committee on Special Education includes the **child’s parent(s)**, Special Ed teachers, regular education teachers and other professionals.
- Keep a copy of the request for your records.

Step 2 – Individual Evaluation

The school will complete an evaluation of the child’s abilities and needs to see if Special Education services might help them.

Step 3 – Determining Eligibility for Special Ed Services

After the child’s evaluation is completed, the CPSE or CSE will meet to decide what Special Education services would help your child.

Step 4 - Individualized Education Program (IEP)

Once your child is eligible to receive Special Education services, the Committee creates an Individualized Education Program (IEP).

The IEP is a document that describes the child’s strengths and the supports and services he/she will receive and the goals for the year.

Step 5 – Annual Review/Reevaluation

- The Committee must review the IEP at least once a year (annual review) to see if the goals are being met and progress is being made.
- The child must be formally reevaluated at least every three years; however the program may be reviewed at any time.



The Individuals with Disabilities Education Act (IDEA) was enacted by Congress in 1975 to ensure that children with disabilities have the opportunity to receive a free appropriate public education, just like other children.

8.4% of students receive special education services under IDEA.

Parents are a very important part of every step in the process. Parent involvement is strongly encouraged.

References and information provided by:
-specialeducationadvisor.com
-futureofchildren.org
-disabilitycompendium.org
Visit parentnetworkwny.org for more info.



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