



**NYC Early Intervention Program  
A Parent Guide to Transition Out of Early Intervention (EI)**

Activity	Process
<b>For EI Parents Interested in the Committee on Preschool Special Education (CPSE)</b>	
<b>Transition Plan</b>	<p>You will develop a Transition Plan with your Individualized Family Service Plan (IFSP) team at the IFSP meeting that is closest to your child’s second (2<sup>nd</sup>) birthday.</p> <ul style="list-style-type: none"> <li>• The plan will include the steps that you and your team will take to make sure that you have the information you need when your child leaves (transition out of) Early Intervention.</li> <li>• You and your IFSP team will discuss how to start the CPSE process, and what other services are available to you and your child.</li> </ul> <p>You will update the transition plan with your team at every IFSP meeting after that.</p>
<b>Talk with your Service Coordinator (SC) to find out your child’s Transition Dates, or go to <a href="http://eservices.nysed.gov/ei/">http://eservices.nysed.gov/ei/</a> to calculate your child’s specific transition dates.</b>	
<b>Notification</b>	<p>Your SC will talk with you about notifying the CPSE that your child may continue to need special services after leaving EI.</p> <ul style="list-style-type: none"> <li>• Your SC will send the CPSE the <b>Notification of Potential Eligibility to the CPSE form</b> 120 days before your child is old enough to go to CPSE, unless you decide that you do not want the CPSE to be notified (this is called “Opting-Out” of notification).</li> </ul>
<b>Transition Conference</b>	<p>A Transition Conference will give you a chance to formally discuss your child’s Transition Plan. If you decide that you would like to have a Transition Conference, your SC will ask you to sign the <b>Consent for Transition Conference form</b>. This conference will happen no later than one of the following times, whichever comes first:</p> <ul style="list-style-type: none"> <li>• 90 days before your child is first old enough for CPSE; or</li> <li>• 90 days before your child’s third (3<sup>rd</sup>) birthday.</li> </ul> <p>The Transition Conference is usually held as part of an IFSP meeting.</p>
<b>Referral</b>	<p>You are responsible for referring your child to the CPSE. Your SC can help you make the referral by sending the form <b>Parent Referral to the Committee on Preschool Special Education</b> to your CPSE District.</p> <p>A referral can be made:</p> <ul style="list-style-type: none"> <li>• As early as 120 days before your child first becomes eligible for preschool special education services; <b>but</b></li> <li>• No later than 90 days before your child’s third (3<sup>rd</sup>) birthday.</li> </ul> <p>If you want to share EI information with the CPSE, your SC will ask you to sign the <b>Consent for Transmittal of EIP Evaluations and Records form</b>.</p>
<b>Age-out</b>	<p>Your child must leave EI:</p> <ul style="list-style-type: none"> <li>• On the day before his /her third (3<sup>rd</sup>) birthday , if you do not refer your child or if s/he is not eligible for the CPSE; or</li> <li>• If your child is eligible for preschool special education services, your child can stay in EI until August 31 or December 31 of the year that your child turns three depending on your child’s birth date.</li> </ul>

**NYC Department of Education  
Preschool Special Education Process (CPSE) for Parents**

Activity	Process
<b>For Parents Interested in CPSE</b>	
<b>Referral to the CPSE in your District</b>	<p>Within two days of receiving the referral, the CPSE will send you:</p> <ul style="list-style-type: none"> <li>• Notice that the CPSE has received the referral (<b>R-1P form</b>)</li> <li>• Notice of due process rights, and list of free/low-cost legal services in case you choose to pursue due process</li> <li>• Consent for Initial Preschool Evaluation (<b>C1-P form</b>)</li> <li>• List of approved evaluation sites in New York City</li> </ul> <p>If you do not receive these forms within two weeks of sending the referral, you should contact your local school district.</p>
<b>Evaluation</b>	<p>You must choose an evaluation site from the list sent to you by the CPSE. Make an appointment as soon as possible. The evaluation site will schedule a meeting to explain your due process rights and get your written consent for the evaluation.</p> <ul style="list-style-type: none"> <li>• The evaluation team will complete a social history, classroom observation, psychological evaluation and other assessments/evaluations as needed</li> <li>• The evaluation team will then send the evaluation reports to CPSE</li> </ul> <p>Evaluations will be completed within 20 school days of the day you signed the consent for evaluation. You can withdraw your consent for evaluation at any time.</p>
<b>CPSE Meeting</b>	<p>The CPSE meeting will be held within 60 calendar days of the date that you signed the consent for the evaluation (<b>C1-P form</b>).</p> <ul style="list-style-type: none"> <li>• At the CPSE meeting, your child’s evaluations will be reviewed and eligibility for CPSE services will be decided.</li> <li>• If your child is eligible, the team will develop an Individualized Education Program (IEP).</li> <li>• The IEP will describe the student’s goals and recommend services in the least restrictive environment (LRE).</li> </ul> <p>If your child is eligible for CPSE services, s/he will be classified as a “preschool child with a disability.”</p>
<b>Services Start</b>	<p>You will give your consent to start services by signing the <b>C-7P form</b>. Services cannot begin without your written consent.</p> <ul style="list-style-type: none"> <li>• Services will start within whichever comes first: 30 school days after the IEP meeting, or 60 school days from the date that you gave consent for evaluation.</li> </ul> <p>You can still refuse CPSE services at any time.</p>