

THE DOE TURNING 5 PROCESS

A FREE RESOURCE PROVIDED BY ENHANCED SERVICES

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The Committee on Preschool Special Education [CPSE] determines service eligibility for students ages 3 – 5 years. CPSE services include SEIT and related services.



The Committee on Special Education [CSE] determines service eligibility for students ages 5 – 21 years. CSE services include SETSS and related services.

The transition from CPSE to CSE services is determined at a Turning 5 Meeting.

Students are enrolled in a CPSE based on their home location.



Students are enrolled in a CSE based on their school location.

To transition from CPSE to CSE, the CPSE will refer a student to his/her local elementary public school. The CSE in which the public school is located will conduct the Turning 5 Process.

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You will receive a Notice of Referral between December and August of the calendar year when your child will/did turn 5.



You will be contacted by a school psychologist or school social worker, who will guide you through the Turning 5 Process.



Your child's Turning 5 Team – school psychologist, social worker, evaluators etc., may conduct assessments in your child's classroom to evaluate his/her current level of performance. Written consent will be requested prior to assessments.



Your child's Turning 5 Team may request reports from your child's teachers and related service providers.



Be sure to coordinate with your child's school and current service providers to ensure that all requested data is properly submitted.



If you have any additional or specific requests for services i.e. health/crisis para, medical accommodations, assistive devices etc., be sure to provide proper documentation prior to the meeting.



If you speak a language other than English, notify your CSE representative so that an interpreter can be arranged.



If you want a 'parent member' (a parent of another child who receives DOE services) or a doctor to attend the meeting, let your DOE representative know at least 72 hours before the meeting.

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You will join the meeting on the date determined by the team, in-person or via phone.

Attendees may include:



* a parent/guardian* current teacher(s)/related service provider(s)

* school psychologist

* individual(s) familiar with your child



Notify the team of your school placement preference. Specify if your child will be attending a public school, private/religious school, or specialized school. Note that, if necessary, your school preference can be changed after the meeting.



The team will discuss whether your child is eligible for school-aged special education based on provided assessments + if they meet one of the Department of Education "disability classifications".

Possible meeting outcomes:



*Your child will receive the same services as recommended on their CPSE service program.

*Your child's service recommendations will be altered i.e. increased or decreased.

*Your child may be "declassified" = marked as ineligible, for services.



It is crucial that you clearly state your agreement/disagreement to the meeting outcome.



After the outcome is determined, an educational plan – Individualized Education Program [IEP] or Individualized Education Services Plan [IESP], will be devised. Your child’s strengths, interests, unique needs, and required support will be considered to create appropriate goals for his/her plan.

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You can expect to receive the finalized education plan – IEP or IESP, within 2 weeks of the meeting date, via mail or email.



Starting in May, you can expect to receive a “school location letter”. In order for services to commence, you must accept the form.



If you are unfamiliar with the school indicated in the “school location letter”, staff at the proposed school may invite you to a “family meeting”. At the meeting you will be able to visit the school, discuss your child’s education plan and any questions you may have about its implementation.

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Communication with your child’s special education team is key. Be sure to constantly monitor calls, emails and mail for notices and updates – specifically during your child’s Turning 5 Process.



Often, your child’s CPSE or CSE may contact your school for assistance or requests throughout the Turning 5 Process. Collaboration and communication between parents and school is important.



To avoid altered or declassified services without parental consent, maintain a close observation of your child’s case development.