

**ARE YOU WORRIED ABOUT YOUR PRESCHOOL CHILD'S DEVELOPMENT OR BEHAVIOR?
YOUR LOCAL ELEMENTARY SCHOOL CAN HELP!**

| Step 1: Family Contacts School to Request an Evaluation | Step 2: Decision & Consent to Evaluate | Step 3: Child Evaluation & Assessment | Step 4: Case Conference, Eligibility & Individual Education Plan (IEP) | Step 5: Service & Transition to Kindergarten |
|--|---|---|--|---|
| Evaluation and Case Conference to take place within 50 instructional days from date evaluation consent provided to school | | | | |
| <p><u>Parent calls or visits the elementary school to request an evaluation:</u></p> <ul style="list-style-type: none"> A school staff person receives your request and forwards to responsible early childhood staff. Some schools schedule an intake meeting to discuss your concerns and decide next steps; others may interview you on the phone. If you request that your child be evaluated for special education services, the school will respond within 10 school days. Public School Special Education evaluations and services are governed by federal and state laws: <p>(1) Individuals with Disabilities Education Act (IDEA): <i>mandates states provide a free appropriate education to students who qualify for special education.</i></p> <p>(2) Indiana Article 7: <i>Approved by state school board and is Indiana's interpretation of the IDEA and guidance to public schools to implement IDEA.</i></p> | <p><u>Decision to Consent to Evaluate:</u></p> <ul style="list-style-type: none"> School personnel will gather information from you in a variety of ways: an intake meeting, a phone meeting, and/or a packet of forms mailed to your home. Child evaluations and special education services will be explained. You will be asked to sign a consent which gives the school permission to evaluate your child. When you sign the consent, you and school staff schedule the evaluation date and the school gives you a written notice of the date. You will be asked if you would like to see the evaluation report 5 days before the meeting to review it before the case conference meeting. If you have questions about the report, staff will be available to talk with you prior to the CCC meeting. | <p><u>Educational Evaluation:</u></p> <ul style="list-style-type: none"> Preschool evaluations involve observing children as they play and respond to directions or questions. The setting for the evaluation may be a preschool classroom, a therapy room, or in an environment where the child can demonstrate what they can do. An evaluation team will include an early childhood teacher and a school psychologist; other therapists may be included based on your concerns - (speech, physical or occupational therapist). The evaluation team will write a report. If you requested a copy when you consented to the evaluation, it will be sent to you. You and the school staff will schedule a meeting to talk about the evaluation results. The school will provide a written notice of the date for the meeting. | <p><u>Case Conference Committee (CCC) Meeting:</u></p> <ul style="list-style-type: none"> The CCC is a team - you and school staff. At the meeting, school staff will explain evaluation results. The CCC team will decide if your child meets the qualification requirements for special education. If your child qualifies for special education, the team will write an Individual Education Plan (IEP). The IEP lists goals (skills child will improve), needed services, duration and frequency of services, and where services will take place. Preschool services can be provided in a group, individual therapy setting, or in a private community preschool. If you agree to the IEP, you sign it. You will receive a copy in 10 business days. If you and the school don't agree, meet again to resolve. Find suggestions for conflict resolution options below. | <p><u>Receiving Preschool Services and Getting Ready for kindergarten:</u></p> <ul style="list-style-type: none"> Preschool services are to be provided in the Least Restrictive Environment – meaning – whenever possible, children receiving special education services are educated with peers who do not receive special education services. The preschool team periodically provides you with updates on child progress. The IEP is reviewed at least one time each year, although you or the school can request to review it more often, as needed. During the last year of preschool, preparations for transition to kindergarten will occur. This will include revising the IEP, possibly including another educational evaluation, and helping you and your child understand what to expect in kindergarten. |

| | | | | |
|--|--|--|---|---|
| <p>Suggestions for parents:</p> <ul style="list-style-type: none"> • Ask any questions you have, including when you will hear from the school next and what information would be helpful for you to bring to school. <p>For more on special education laws and Case Conference Process:</p> <p>Indiana Special Education Law Article 7</p> <p>https://www.in.gov/doi/students/special-education/laws-and-resources/</p> <p>Parent-Friendly Version of Article 7</p> <p>https://www.in.gov/doi/files/navigating-course-art-7-revisions-2019.pdf</p> <p>For more on the importance of early childhood education:</p> <p>http://www.tricdc.org/cdcecse.htm http://rebekahelle.hubpages.com/hub/Why-Preschool-Education-Is-Important-For-Your-Child</p> | <p>Suggestions for parents:</p> <ul style="list-style-type: none"> • Share concerns about your child • Share information about what a typical day is like for your child - (meals, bath time, play time, dressing, and bed time, communicating, and being out in the community). • Ask the preschool staff if you may be able to visit a preschool classroom to learn about services and programs currently provided. • If you would like the school to communicate with other providers who already know your child or you want the school to have access to your child's medical records, ask to sign consents to allow the release of information. | <p>Suggestions for parents:</p> <ul style="list-style-type: none"> • Share specific examples of what your child can do and what he/she has difficulty doing. • Ask questions about anything that is unclear. • When you consent to an evaluation, you can also request to have the report 5 days prior to the CCC and to have your questions answered. | <p>Suggestions for parents:</p> <ul style="list-style-type: none"> • Invite a friend or family member to attend the CCC to support you and share their knowledge of your child. • Review the evaluation report before the meeting. • If desired, think about the IEP before signing – you may want time to think about it and discuss with others <p>Parent resources for IEP planning and conflicts:</p> <p>http://insource.org/</p> | <p>Suggestions for parents:</p> <ul style="list-style-type: none"> • Ask about how you can support your child's new learning at home. • When your child is four years old, ask questions about how kindergarten is different than preschool. • Request a visit to a kindergarten classroom to observe and learn how it is different than preschool. |
|--|--|--|---|---|