

GUIDELINES FOR ASSURING THAT YOUR QUESTIONS & CONCERNS ARE PROMPTLY ADDRESSED

Please follow the guidelines below when you have questions, concerns or requests (*The contact information for the school district personnel indicated below is provided in the " Special Education Department Personnel "section of this website*):

Request for Evaluation: If your child is not currently a special education student and you would like to request an *initial special education evaluation*, please call the psychologist in the building that your child attends or Ms. Liberstein for preschool students. *The psychologist will explain what options are available to help your child, including the procedures for making a referral.*

Status of Initial Evaluation: The district is required to complete the evaluation and hold a Committee meeting to present the evaluation results and determine eligibility for special education classification and program within 60 days of the district's receipt of parental consent to evaluate. If your child has already been referred for an initial evaluation and you have questions about the status of the evaluation, please contact the psychologist in your child's school.

CSE Scheduling: If you have questions about the scheduling of a CSE meeting or if you would like to request a CSE meeting, please contact the psychologist in your child's school. The District will continue to conduct meetings utilizing a virtual or remote format. However, if you are requesting a CSE be held in-person, please contact the special education office at (516) 277-7900 or the building psychologist within 48 hours prior to the date of the scheduled meeting.

Case Management: If your child is currently a classified student and you have questions or concerns about his or her special education services, please be aware that a case manager (typically a special education teacher or related service provider) has been assigned to your child. The name of this case manager should have been communicated to you by the special education office. However, please be aware that the psychologist in your child's school can tell you who your child's special education case manager is.

Parent Member: You may request that a parent member be provided by the District for your child's CSE meeting. This request should be made by the parent of the student, the student or by a member of the committee at least 72 hours prior to the meeting. The formal request should be made in writing (formal written letter or email) or by phone (277-7900). An additional parent member is a parent of a student with a disability who resides in the district or a neighboring school district. Furthermore, the additional parent member may be the parent of a student who has been declassified within a period not to exceed five years or the parent of a student who has graduated within a period not to exceed five years

NOTE: If you do not receive a response to any inquiry within 24 hours, please contact the Assistant Director of Special Education assigned to your child's school. If you continue to have questions or concerns, please contact the Director of Special Education at (516) 277-7900.