

CPSE Process: An Overview



1. Initial Referral



2. Evaluation



3. CPSE Meeting



4. Services



Contact Us!

Address: 820 Chili Avenue
Rochester, NY 14611
Phone: (585) 328-5272



Kristin Swann

Chief of Special Education
Kristin.Swann@rcsdk12.org

Kelly Sanson

Associate Director of Preschool Special
Education
Kelly.Sanson@rcsdk12.org

Maggie Economou

Associate Director of Preschool Special
Education
Magdalene.Economou@rcsdk12.org

Courtney Puccia

CPSE Chairperson
Courtney.Puccia@rcsdk12.org

Melanie Lauria

CPSE Chairperson
Melanie.Lauria@rcsdk12.org



Rochester City School District
Special Education

Preschool Special Education Referral Process



Concerns about your Preschool Child?

Preschool special education services can support children ages 3 to 5 with disabilities or delays in development. These services are provided free of charge to families.

Preschool services can help support a child's learning, speech and language, physical development, social-emotional skills, and other areas.

The Preschool Special Education Department, or Committee on Preschool Special Education (CPSE) of the Rochester City School District manages the process for preschool children.

Preschool services can start the year a child turns 3 years old.



Referral

If you are concerned about your child's development and you are interested in a preschool special education evaluation, you can write a letter to your local CPSE. This letter is called an "initial referral," and it must be made in writing. In the referral, you should:

- Say you are requesting a preschool special education evaluation
- Provide your child's full legal name and date of birth
- List any services that your child has received in the past or is currently receiving
- Provide your full contact information, including your name, an address, and a telephone number where the CPSE can reach you
- State your preferred language, if it isn't English
- If your child is currently receiving Early Intervention (EI) services, you can ask your EI service coordinator to help you write this letter



You may provide the referral to your CPSE in person, by fax, by mail, or email.

CPSE Address:
RCSD Special
Education
Department-CPSE
820 Chili Avenue
Rochester, NY 14611

Email:
CPSEReferral@rcsdk12.org

Fax:
(585)464-6197



Evaluation Process

An initial evaluation includes:

- A Psychological Evaluation
- A Social History
- A Physical Examination (Completed by your child's doctor)
- Observation
- Any other assessments needed to determine the physical, mental, behavioral, and emotional factors that contribute to your child's suspected disability

For more information please visit:

Rochester City School District's
Special Education Website

