

CPSE to CSE Transition Timeline

November – February

- CPSE/CSE Chairperson develops a list of CPSE students that will be transitioning the next fall.
- District assigns a Transition Team (i.e., building principal, school psychologist, speech therapist, special education teach) to assess (i.e. observe, record, review and evaluate) transitioning students.

January – April

- CPSE/CSE Chairperson may schedule a parent meeting to explain the district process for CPSE to CSE transitions (optional).
- District Transition Team makes contact with parents of CPSE student, observes the child, collects pertinent information and determines the need for evaluations.

April – August

- District notifies parents of preschool children of procedures for kindergarten registration.
- District Transition Team completes assessment (i.e. record review, observations, further evaluations) of students. (see State Performance Plan Indicator 7 Summary Sheet Exit)
- District Transition Team representative attends the CPSE meetings for students who are transitioning.
- District Transition Team makes recommendations to the CSE.
- CSE meets to determine recommendations to the Board of Education concerning classification and program for any child referred to the CSE
- Student and parents will participate in district kindergarten registration activities.
- District assigns a receiving team representative to facilitate each students transition plan for the fall – provides additional information regarding the student from the CPSE provider to the receiving team and contacts sending team (CPSE) providers in fall if needed.