

EI TO CPSE TRANSITION FLOWCHART FOR PARENTS

CONTACT YOUR EI SERVICE COORDINATOR FOR QUESTIONS/CONCERNS

IMPORTANT NOTICE

Services coordinator submits the transition referral to your school district **4 months prior** to your child's 3rd birthday.

School district will send you registration information via email and/or standard mail. This step must be done **ASAP**. For registration you will need: child's birthday certificate, parent photo ID, proof of residency (utility bill, mortgage statement, etc.)

Any delay in completing registration could cause a gap in services.

★ **RCSD:** If you reside in the RCSD you can go on line to start the registration process as soon as your Service Coordinator sends the referral.

★ www.rocprek.org

Once child is registered, the school district will send you the consent for testing. This is the form for you to choose the evaluation team to update your child's testing. This must be done **ASAP** and **returned to the district**.

Any delay in returning this consent could cause a gap in services.

You will be contacted by an **evaluation team** to arrange your child's evaluations. **It is important that you return this call quickly** to get the testing scheduled. Once scheduled it is important you do not miss the appointment. There may be a wait for an evaluation.

Evaluation occurs and results are sent to you and the school district.

School district contacts you to arrange a CPSE meeting to discuss your child's eligibility for services and, if eligible, service options for your child. ***This meeting must be held prior to your child's 3rd birthday or EI services will discontinue and there will be a gap in services.***