



## WEST GENESSEE CENTRAL SCHOOL DISTRICT

---

Special Education Office 5525 Ike Dixon Road, Camillus, New York, 13031 Phone (315) 487-4698

Dear Parents,

If you feel your child may have an educational disability that will impact them in school, you are entitled to an evaluation done by our district to determine if they may be entitled special education services.

In order to request this evaluation you must submit a request for an evaluation in writing to your child's building principal and copy the Director of Special Education. Once this letter is received, the building principal and school psychologist will meet with you within a week of your request to discuss your concerns and the process for evaluation.

If you choose to have your child evaluated after this meeting, you will receive a consent to test form to sign along with a social history and medical form for you to complete and return. Once these are returned, your child will be evaluated by a team of special education professions in the district including a psychological evaluation performed by a school psychologist and an educational evaluation performed by a special education teacher. The evaluation may also include evaluations by other special education service providers such as a speech language pathologist, occupational therapist and/or physical therapist, depending on your child's needs and your area of concern.

The evaluation will be completed within 60 days and you will be invited to participate in a Committee on Special Education (CSE) meeting to determine if your child meets eligibility requirements to be considered a student with a disability. If he/she is determined to be a student with a disability, an Individualized Educational Plan will be written for your child and implemented in their school. This IEP is reviewed on a yearly basis to update based on a student's continued needs in school.

If there are questions about this process please feel free to contact your child's building principal or the Special Education Office.

Sincerely,

Susan Murray  
Director of Special Education