

MOORESTOWN TOWNSHIP PUBLIC SCHOOLS

Child Study Team

Moorestown High School, 350 Bridgeboro Road

· Moorestown, New Jersey 08057

(856) 778-6610 Ext. 12101 FAX (856) 900-6017

PRESCHOOL REFERRAL PROCESS

1. Written request comes in to evaluate your child:
2. Parent receives:
 - a. Preschool Assessment Referral
 - b. Preschool Questionnaire (for parent)
 - c. Preschool Questionnaire (for current teacher)
 - d. Release/Obtain Information Form
 - e. Preschool Referral Process
 - f. Health Services Form
3. Evaluation Plan Meeting is set up within 20 days of receiving letter. Parent will receive notice of meeting by mail or email.
4. Parent completes all items above and sets up appointment with Cathy Kain (Ext. 12019) to register preschooler.
5. Parent returns all completed information to the Child Study Team Office prior to the scheduled Evaluation Plan Meeting.
6. At the Evaluation Plan Meeting, evaluations are scheduled, if warranted, and the Initial Eligibility Conference meeting is scheduled.
7. Parent will receive reports 10 days prior to the Initial Eligibility Conference meeting.
8. Initial Eligibility Conference meeting takes place and an Individualized Education Program (IEP) is developed if student is found eligible. Parent receives draft copy of IEP at the meeting. Finalized copies will be mailed to parent and teacher.
9. Case manager will arrange for related services, including transportation, to begin.
10. Case manager will contact parent a few days prior to the preschool program start date to confirm program/transportation, etc.