



Transitioning
Special Education
Services
to IRCSD

Office of Federal Programs
32735B County Route 29
Philadelphia, New York 13673
Email: CSE@ircsd.org
Telephone: 315-642-0100
Fax: 315-642-3891



What to do Before Arriving

- Visit the school district's website to begin an online enrollment application for your child:
<https://www.ircsd.org>
- While completing your child's application, be sure to provide consent to obtain all school records including IEP, Evaluations, and/or 504 records from the previous school.
- Contact the Office of Federal Programs at 315-642-0100 for assistance transferring special education records.

Ensure a Quick Transition!

Please provide copies of your child's current IEP, Evaluations, or 504 in advance of building level enrollment by:

- Emailing to CSE@ircsd.org (records will be sent to the building),
- Uploading records while completing an online enrollment application,
- Dropping off records to your child's school of enrollment, or
- Fax to 315-642-3891

What to Expect When Your Child Starts School

- If a copy of your child's IEP, Evaluations, 504, and medical records have been provided to Indian River CSD, a designated school psychologist will review and submit a referral for services.
- Based on your child's most recent IEP, comparable special education program(s), related services, and/or accommodations will be provided when your child starts.
- Some programs (ie: 12:1:3:1, 8:1:1) do require an additional application, review, and medical clearance that can cause a delay in starting.
- CSE and 504 meetings for out-of-state transfers are scheduled within 30 days unless updated evaluations are needed.

Additional Resources

Individuals with Disabilities Education Act
<https://bit.ly/3kWyMep>

New York State Educational Laws and
Regulations related to Special Education
<https://bit.ly/3usEiZj>

New York State Special
Education Procedural Safeguards
<https://bit.ly/3updTvA>

Department of Defense Section 504
Accommodations
<https://bit.ly/3B24Pza>

Exceptional Family Member Program at
Fort Drum, New York
<https://bit.ly/3ut5dnV>

Early Intervention Services
<https://on.ny.gov/3kVrKGL>

Special Education Frequently Asked Questions

What do I do if I think my child has a disability?

IRCSd engages in a “child find” process designed to identify children ages 3 through 21 who may be eligible for special education services. If you have a concern about your child, your child is enrolled at IRCSd and between the ages of 3 and 21, contact your child’s teacher or school counselor to arrange a conference to discuss your concerns. If your child is between the ages of 3 and 5, not currently enrolled at IRCSd, and you reside in the District, contact the Office of Federal Programs at 315-642-0100 to refer your child for screening. If your child is under the age of 3, contact the Jefferson County Early Intervention at 315-786-3720.

What is the difference between an IEP and Section 504 plan?

Special education is specially designed instruction that is provided to meet a child’s unique needs. An IEP plan documents specially designed instruction, who provides the instruction, and how often the instruction occurs.

Section 504 of the Rehabilitation Act requires schools to provide students with disabilities reasonable accommodations that allow them to access the general education program and associated activities. A 504 plan documents the accommodations that are provided, who provides them, and when they are provided.

What is Response to Intervention (RTI)?

If a child has difficulty with academic achievement, behavior, social/emotional regulation, is not making developmental progress at a similar rate to his/her peers or is in need of enrichment the student may be referred to the RTI. The team explores interventions that may be implemented to address the difficulties the student is having. If no noticeable improvements are made as a result of the implementation of the interventions, the intervention data becomes a part of pre-referral documentation that supports a formal referral for a special education evaluation.

If my child has an IEP from a different state, will my child be eligible for special education services at Indian River?

State regulations for special education may vary from state to state. To ensure your child meets New York State eligibility regulations, a team will review your child’s current evaluation report. If additional information is needed, an evaluation will be initiated in order to determine if your child is eligible to continue receiving special education services based on New York State eligibility codes. During the review/evaluation process, your child will be provided comparable special education services.

How are CSE or 504 meetings scheduled at Indian River?

All meetings are scheduled on a rolling basis across our eight buildings. At least two weeks prior to meetings, parents/guardians will receive an electronic invitation with the meeting date, time and team members. We strongly encourage parents/guardians to participate and offer options to reflect this commitment. As a courtesy, meeting reminder calls to parents are placed a few days in advance.

Can the school district change IEP services without parental consent?

In New York State, school teams can make changes to IEP services without parental consent if the changes to a service are not to a more restrictive program. If the change is to a more restrictive environment, then it is considered a material change and parental consent is required.