

# Turning 5 Process for Public Schools

- **All families of in-coming Kindergarten students must go through the Kindergarten application process. Families with a student who has an IEP in Pre-K or who is suspected to need their first IEP in Kindergarten, must also go through the “Turning 5” IEP process.**
- **If a child already has an IEP in Pre-K**, the Committee on Preschool Education (CPSE) will automatically make a referral for the child to the Committee on Special Education (CSE).
- **If the child does not already have an IEP in Pre-K but the family suspects that the child will require special education services in Kindergarten**, a written request must be made to CSE. A parent or qualified school professional (such as a school administrator) may write this request letter.
- **Once the request has been processed, a DOE representative will contact the family.** This is usually, but not always, the school psychologist for the child’s zoned elementary school.
  - At this time, the DOE representative will determine if any new evaluations are needed. A parent may also request a new evaluation at this time.
- **An IEP meeting will be scheduled** sometime between mid-February and mid-June. A Kindergarten IEP will be written.
- **Once the K IEP has been created, the family will receive a “School Placement Letter.”** This letter names the school where the child’s IEP services will be provided. This is usually the same school that the child was accepted to through the general Kindergarten application process, but it may be a different school if the school they were originally accepted to cannot provide the necessary services (e.g. if the original school is not fully wheelchair accessible and the child needs wheelchair accessibility).