



# SCHENECTADY CITY SCHOOL DISTRICT

*Committed To Teaching And Learning ... One Child At A Time*

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## PUPIL SERVICES AND SPECIAL EDUCATION

STEINMETZ EDUCATIONAL CENTER  
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## ADMINISTRATION

Kathleen C. Lupi  
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David Clickner  
Assistant Director

David Hoag  
Quality Assurance

CSE Chairpersons:  
Nancy Ames PK-3  
Mary Beth Santoro 4-7  
Tricia Mravlja 8-12

# Welcome to Schenectady!

After registration today our staff will be working to get your child started in school as soon as possible. These are the steps that we will be following in order to program for your child:

1. We will be asking the previous school your child attended to send us information about your child. Documents we will request will include:
  - Current IEP
  - Current psychological evaluations
  - Social History
  - Updated test scores
  - For Grades 9-12, a High School transcript noting all credits earned/tests taken
2. Once this information is received the Chairperson for the Committee on Special Education (CSE) will review the documents and determine a level of support and program. If this information is not received from the referring school, we may elect to complete updated evaluations and will seek your consent to complete them.
3. Once the program/support level is determined, that information will be sent to the Principal/Guidance department in your child's school.
4. For the Middle and High Schools, the school will call you to schedule an appointment to develop your child's schedule and arrange the start date with you. For elementary students, the CSE chairperson will call to inform you of your child's placement.

**NOTE:** In the case of Day Treatment, BOCES and outside programs, the CSE Chairperson will call to discuss the referral process with you.