



Office of Specialized Services • 125 South Clark Street, Suite 800 • Chicago, Illinois 60603
Telephone: 773-553-1800

Ron Huberman
Chief Executive Officer

Deborah E. Duskey
Chief Specialized Services Officer

MEMORANDUM

TO: Principals
Case Managers

Cc: Jawanda Hairston, Director, Program Development
Adrienne Scherenzel-Curry, Director, Clinical and Related Services

FROM: Deborah E. Duskey *DE*
Chief Specialized Services Officer

DATE: March 5, 2010

RE: Evaluations for Non-attending Preschoolers

Due to the overwhelming response received by the Early Childhood Evaluation Teams in assisting attendance area schools with conducting evaluations for non-attending preschool students, the Office of Specialized Services (OSS) has determined that the Early Childhood Evaluation Team will not be receiving any new referrals from attendance area schools.

Beginning March 8, 2010, all new referrals for evaluation of non-attending preschool students should be completed by the attendance area school team until further notice. Upon request for an evaluation, enroll the child as non-attending and complete the evaluation, eligibility and, if required, the Individualized Education Program (IEP).

In an effort to complete all speech-only evaluations for non-attending preschoolers prior to the end of the school year, beginning March 8, 2010, OSS will forward all pending monolingual (English) speech-only evaluations to the child's home school. The speech-language pathologist assigned to the home school will be responsible for completing the child's evaluation and participating in the development of an IEP with all other relevant team members as needed. When a school receives new requests for mono- or bi-lingual speech evaluations, the evaluations should be completed by the speech-language pathologist assigned to the school.

If you have any questions or concerns regarding this process, please contact Angela Higginbotham, Early Childhood Specialized Services at (773) 553-1903.

Approved: *Barbara Eason-Watkins*
Barbara Eason-Watkins, Ed. D.
Chief Education Officer