

Mary Jane Latreille  
Director of Pupil Personnel Services

Darcy Rabideau  
Assistant Director of Pupil  
Personnel Services

**Director of Pupil Personnel Services**  
**MALONE CENTRAL SCHOOL DISTRICT**  
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Wayne Rogers  
Board President

Jerry Griffin  
Superintendent

Dear Parent or Guardian,

If your child receives special education services through an Individual Education Plan (IEP), the following individuals can be contacted at the Committee of Special Education (CSE) Office in Room 410, at Franklin Academy (483-9487):

- Mary Jane Latreille – Director of Pupil Personnel Services and CPSE/CSE Chair for grades Preschool through 5.
- Darcy Rabideau – Assistant Director of Pupil Personnel Services and CSE Chair for grades 6 through 12.

If you suspect that your child might have an unidentified disability; the first step is to contact your child's teacher(s), guidance counselor, or building administrator to discuss your child's academic status.

Please note that each building is required to provide research-based academic interventions to struggling students. No student should be considered for a CSE referral unless the student fails to respond to a series of research-based interventions. Each building has an Instructional Support Team (IST) to assist with monitoring progress of intervention data. Response to Intervention (RTI) strategies are designed and implemented to improve academic results for all students.

The District strives to resolve as many concerns as possible through the RTI process before referring a student for special education services. Once it is determined that a student is in need of services, the District's goal is to provide those services in the least restrictive general education setting.

For more information about the CSE referral and evaluation process, please visit the CSE website located on the Malone Central School District (MCSD) Home page. The Parent's Guide to Special Education in New York State is available on the CSE website. It is also available in both English and Spanish at NYSED.gov.

Sincerely,

*Mary Jane Latreille*

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