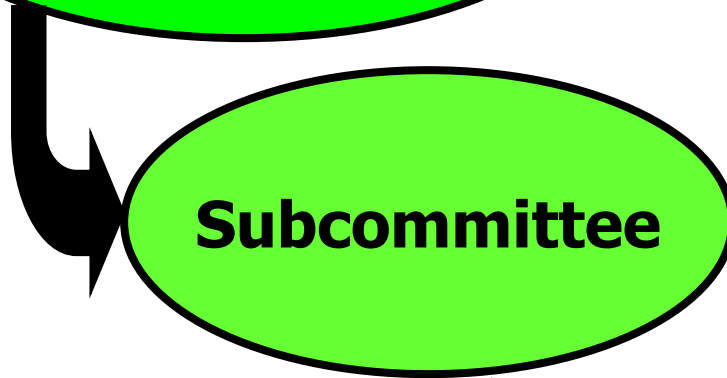
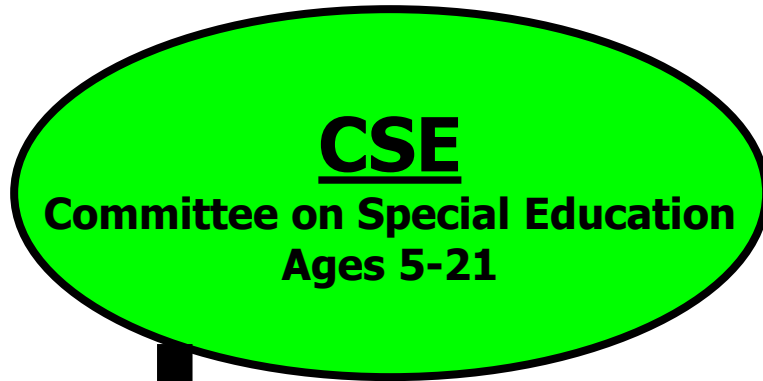


CSE & CPSE Membership and Timelines



Quick Reference Diagrams

Team structures for CSE / CPSE



Subcommittees may perform all the duties of the CSE **except** for when considering initial placement in:

- A special class
- A special class outside the normal school of attendance
- A school primarily serving SWDs, or outside the district
- Or, when the parent requests a full committee

CSE & CPSE Membership in NY

<u>Member Title</u>	<u>CSE</u>	<u>Subcommittee</u>	<u>CPSE</u>
Parents	√	√	√
General Ed. Teacher	If child is <u>or may be</u> in general ed	If child is <u>or may be</u> in general ed	If child is <u>or may be</u> in general ed
Special Ed. Teacher / Provider	√	√	√
District Representative	√	√	√
Ind. to Interpret Evaluations	√	√	√
Student, if appropriate	√	√	
Others with Knowledge	√	√	√
School Psychologist	√	For new psych eval. or change to more intensive staff ratio	For transition to CSE
School Dr., if requested	√		√
Rep. from Municipality			Invited
Rep. from Early Intervention			By parent request for transition to CPSE
Additional Parent Member	√		√

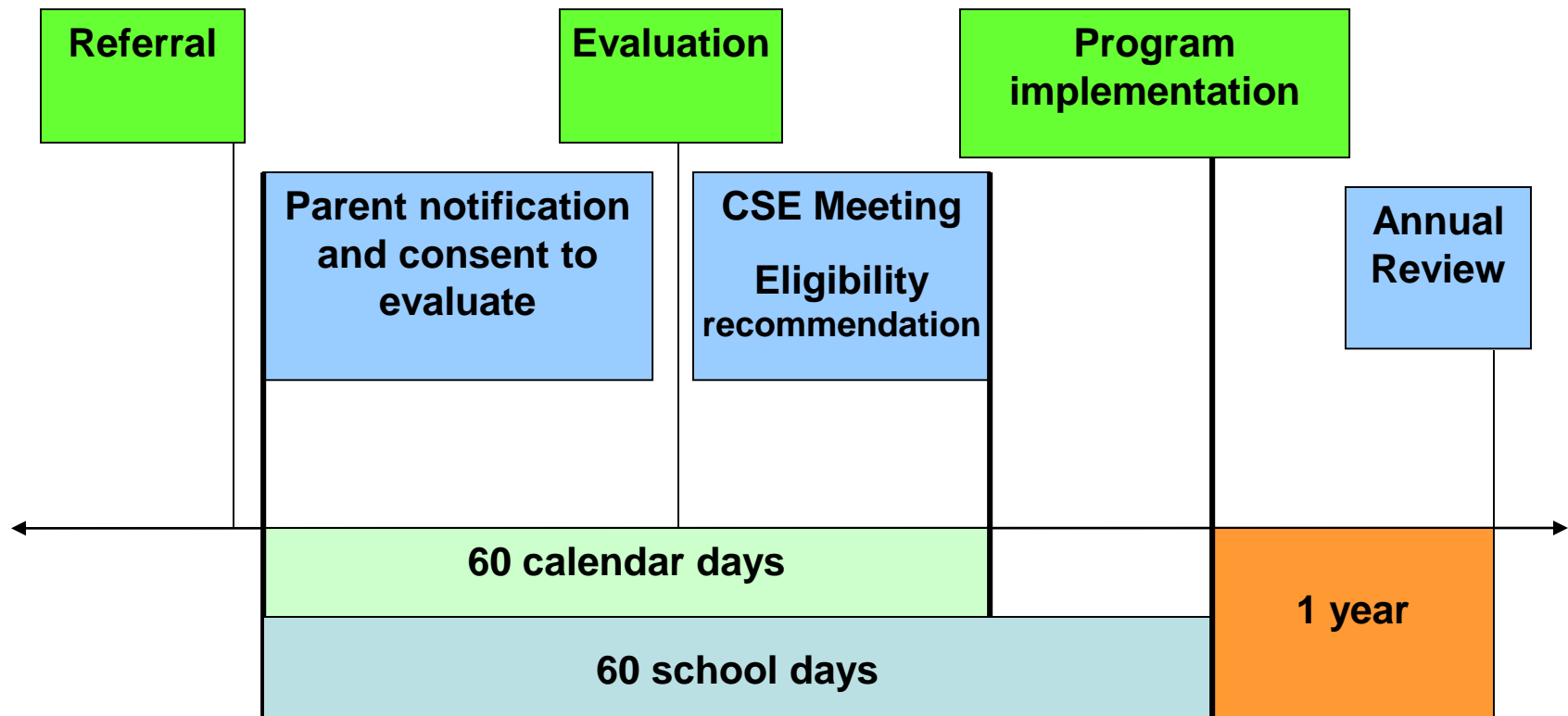
Excusing Required Members

<u><i>Member's Area NOT Being Discussed</i></u>	<u><i>Member's Area IS Being Discussed</i></u>	<u><i>Emergency Excusal</i></u>
<p>Parent and district can reach mutual written agreement to excuse member.</p> <p>Send written request to parent at least 5 calendar days prior to the meeting.</p> <p>This is a mutual agreement, so both parent and district must agree.</p> <p>District should have a policy that identifies who is able to enter into such an agreement on the district's behalf.</p>	<p>Parent and district can reach mutual written agreement to excuse member.</p> <p>Send written request to parent at least 5 calendar days prior to the meeting.</p> <p><u>Must also send</u> parent written input from the member who you are seeking to excuse. The written input must reach the parent at least 5 calendar days prior to the meeting.</p> <p>This is a mutual agreement, so both parent and district must agree.</p> <p>District should have a policy that identifies who is able to enter into such an agreement on the district's behalf.</p>	<p>The parent can agree at any time to excuse a member due to an emergency, such as illness on the day of the meeting, or due to an unavoidable scheduling conflict.</p> <p>This agreement should be documented in writing.</p>

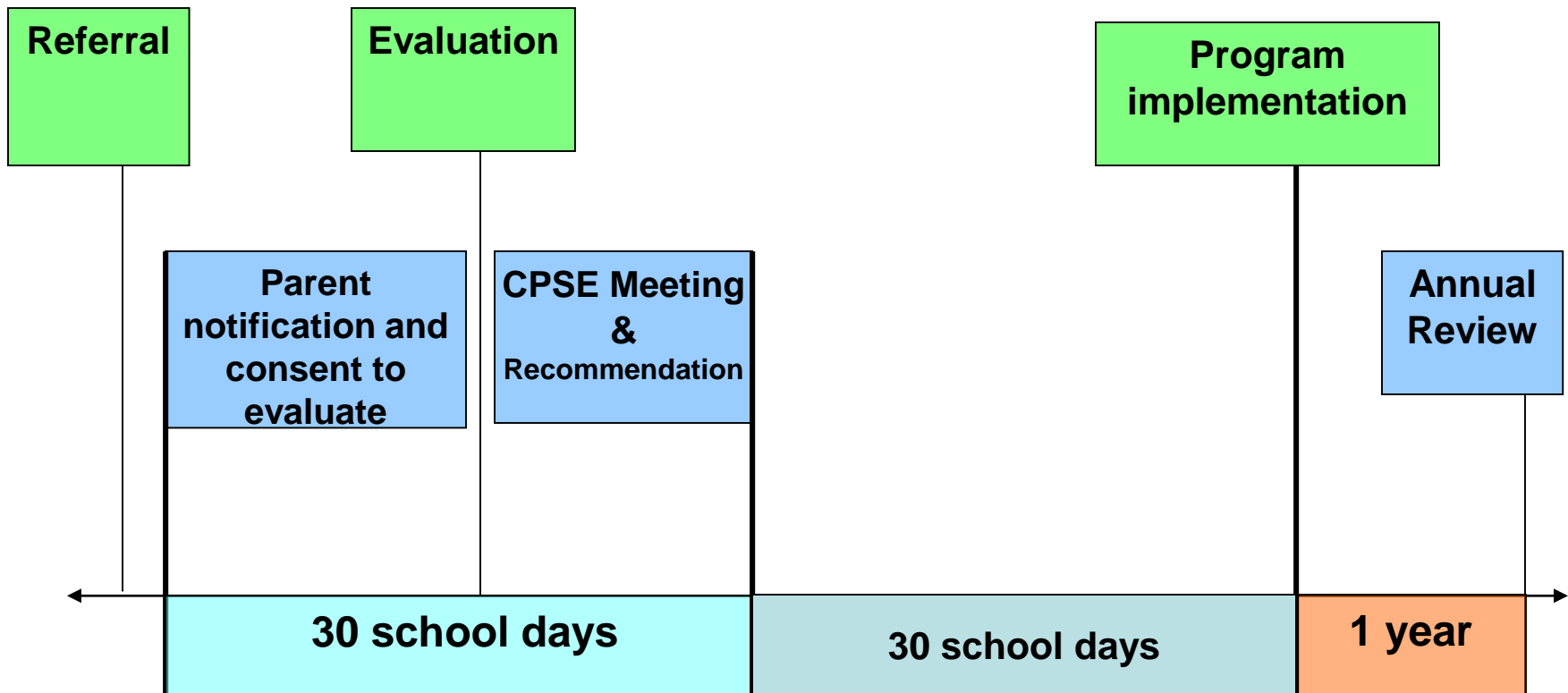
The parent always has the right to request that the **additional parent member** not be present at the meeting.

The parent always has the right to request a full committee meeting.

CSE Process Timeline



CPSE Process Timeline



CPSE Process Timeline

<u>Referral</u>	<u>Evaluation, Eligibility & Recommendation</u>	<u>IEP Implementation</u>	<u>Annual Review</u>	<u>Reevaluation</u>
<p>Date of referral = date written referral is received by CPSE chairperson or other district staff member, whichever is earliest.</p> <p>If received by professional staff member of the district, they immediately notify CPSE chairperson.</p> <p>CPSE chairperson immediately notifies parent and seeks consent to evaluate. Notice includes list of evaluators.</p> <p>Parent chooses evaluator from list provided by CPSE.</p> <p>If parent denies consent, CPSE chairperson ensures they have understood the request for consent to evaluate, then takes no further action.</p>	<p>Chosen evaluator conducts evaluation.</p> <p>Evaluation and meeting must be completed within 30 school days of receipt of consent.</p> <p>Copies of report and summary to CPSE & municipality rep.</p> <p>Copy of summary to parent before meeting.</p> <p>Parent given at least 5 calendar days prior written notice of meeting.</p> <p>Hold CPSE meeting to determine eligibility and recommendations.</p> <p>At meeting, complete Child Outcomes Summary Form cover page and entry data.</p> <p>Parent sent written notice of recommendation and copy of IEP.</p> <p>Forward recommendation to BOE.</p>	<p>Parent notified of BOE approval and asked for consent for initial placement.</p> <p>CPSE sends request for approval of reimbursement (STAC-5) to the municipality and evaluator.</p> <p>Program must be implemented within 30 school days from date of the recommendation (CPSE meeting).</p> <p>IEP distributed to staff per Chapter 408 and Part 200.</p>	<p>Not less than annually.</p> <p>If IEP was changed by mutual written agreement without a meeting during the course of the year, an annual review meeting must still be held.</p> <p>May meet sooner if necessary, based upon the student's performance or request by parent or staff member.</p> <p>Provide at least 5 calendar days prior written notice of meeting to parent.</p>	<p>Not more than once per year, unless agreed to by parent and district.</p> <p>Reevaluation requires parental consent, unless the district can document it has attempted to get consent and the parent didn't respond.</p> <p>Only approved evaluators may conduct CPSE reevaluations and written authorization of the CPSE is required.</p> <p>Consider need for additional evaluative information at time of transition to CSE.</p> <p>Submit STAC-5 for reevaluations.</p> <p>For child exiting CPSE to CSE or declassification, if it is your district's assigned year to report on State Performance Plan indicator # 7, complete the Child Outcomes Summary Form exit data</p>