



Office of Special Education, Central Registration &
Pupil Personnel Services
501 Route 110, Amityville, New York 11701

CPSE MEETING CHECKLIST

- DOCUMENT PARENT CONCERNS ON IEP IF RELEVANT TO EDUCATIONAL PERFORMANCE.
- PARENT MEMBER/FORM FOR INITIAL ELIGIBILITY.
- VERIFY EXTENDED SCHOOL YEAR DATES FOR CPSE/CSE TRANSITION.
- CHECK REEVALUATION DATES FOR CPSE/CSE TRANSITION.
- MAKE SURE EXTENDED SCHOOL YEAR DATES ARE ON CORRECT DOCUMENT (I.E.: CPSE VERSUS CSE).
- REMOVE BENCHMARKS FROM CSE DOCUMENT.
- AGENCY/PROVIDER FINALIZATION FORM FOR MISSING INFORMATION.
- PRESCHOOL OUTCOMES.
- “REMAIN IN E.I” FORM FOR EI/CPSE TRANSITIONS.
- COUNTY STAC AND TRANSPORTATION FORMS
- MEDICAID CONSENTS, REFERRALS AND PRESCRIPTIONS.
- PRIOR WRITTEN NOTICE AND CONSENTS.
- REFERRAL CHAIN FOR INITIAL ELIGIBILITY.
- FOR THE PURPOSE OF EVALUATING/ASSESSING STUDENT PROGRESS AND GOALS, ASSESSMENT METHODS MAY INCLUDE STANDARDIZED TESTING, BENCHMARK ASSESSMENTS, CURRICULUM-BASED ASSESSMENT AND CLINICAL OBSERVATION.
- SPECIAL TRANSPORTATION
- PRE-K/K REGISTRATION
- RE-ORDER CPSE / CSE DOCUMENTS IF NECESSARY