



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

CSE MEETING IMPORTANT REMINDERS

- HAVE STUDENT ATTEND MEETING IF IN 6TH GRADE AND/OR 12 YEARS OLD
- INTRODUCTIONS AND ATTENDANCE
- CHAIRPERSON STATE REASON FOR MEETING WITH EXPLANATION
- START WITH PARENT REPORT OF STRENGTHS AND NEED/PARENT CONCERNS
- START ALL INFORMATION WITH POSITIVE STATEMENT FIRST
- TEACHER/THERAPIST REPORTS OR EVALUATIONS
- DISCUSS PRESENT LEVELS OF PERFORMANCE (PLPs)
- REMEMBER THAT THE CONVERSATION ABOUT PLPs SHOULD INCLUDE A DISCUSSION OF HOW THE STUDENT'S CURRENT SKILLS PROVIDE A FOUNDATION FOR THE NEXT STEP OF LEARNING AND HOW THE PLAN WILL CLOSE THE GAPS IN THEIR LEARNING
- DISCUSS PROPOSED GOALS AND HOW THEY WILL SUPPORT PARTICIPATION IN GENERAL EDUCATION CURRICULUM
- DISCUSS DATA AND EVIDENCE
- DISCUSS HOW RECOMMENDATIONS WILL GIVE THE STUDENT THE OPPORTUNITY TO BE EDUCATED IN THE LEAST RESTRICTIVE ENVIRONMENT
- REVIEW HOW IEP WILL FOSTER SELF-DETERMINATION AND INDEPENDENCE
- REVIEW AND RESTATE FINDINGS
- ASK PARENT IF THEY HAVE ADDITIONAL INPUT OR CONCERNS
- IF STUDENT ATTENDS THE MEETING ASK FOR THEIR INPUT AS WELL
- WHEN APPROPRIATE, DISCUSS TRANSITION ASSESSMENT, COORDINATED SET OF TRANSITION ACTIVITIES, AND POST-SECONDARY GOALS
- RECAP MEETING, DISCUSS RECOMMENDATIONS, AND GAIN CONSENSUS
- REMEMBER SIGNATURE FOR BEHAVIOR INTERVENTION PLAN, LEARNING DISABILITY FORM, PARENT CONSENT