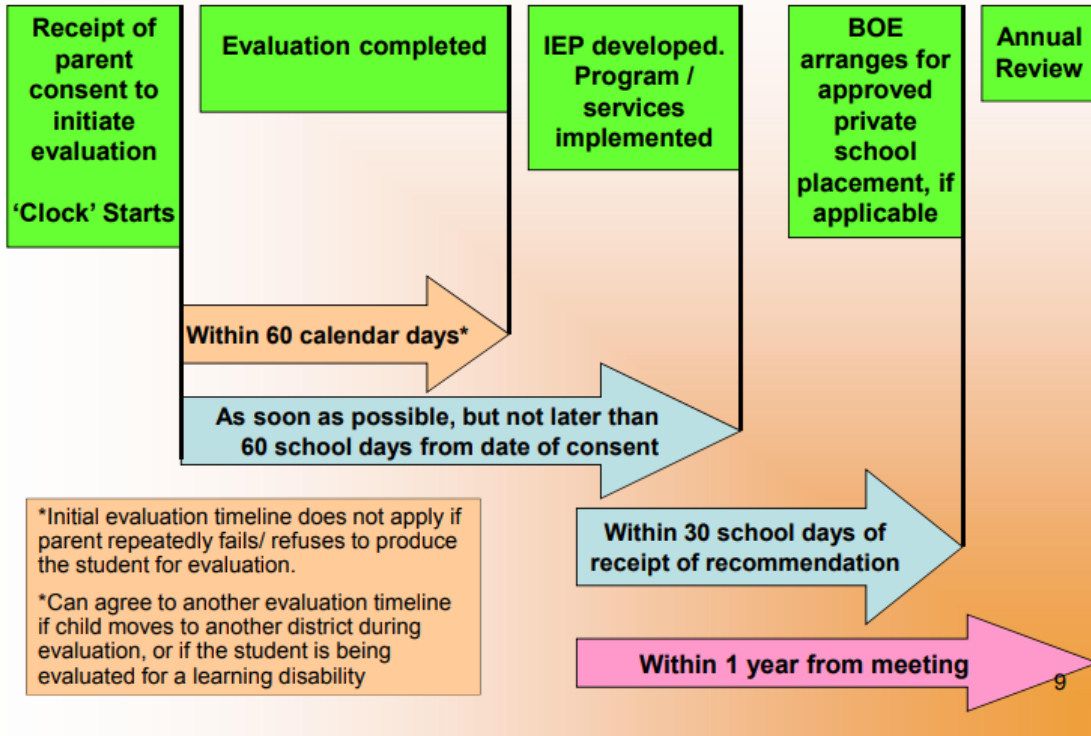


CSE Process Timeline



CSE 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 CSE chairperson or the building administrator, whichever is earliest.</p> <p>If received by administrator, they immediately notify CSE chairperson.</p> <p>If received by CSE, they notify building administrator within 5 school days.</p> <p>CSE chairperson immediately notifies parent, requests consent to evaluate, and gives prior written notice.</p> <p>Building administrator may request a meeting with parent to consider other interventions. Meeting must happen within 10 days. They may agree to withdraw the referral. Document agreement, including follow-up meeting date.</p> <p>If no consent after 30 days, chairperson shall document attempts to obtain consent and shall notify BOE that they may request an impartial hearing to seek permission to evaluate without consent.</p>	<p>Begin evaluation process upon receipt of consent. Prior written notice was given to parent with request for consent to evaluate.</p> <p>Evaluation must be completed within 60 calendar days of receipt of consent. The 60 days does not apply if the child transfers districts during the evaluation, or if the parent repeatedly fails to make the child available for the evaluation. The timeline may be extended by agreement between parent and district for a child suspected of having a learning disability.</p> <p>Meeting notice given to parent at least 5 calendar days before CSE meeting.</p> <p>Hold CSE meeting to determine eligibility and recommendations.</p> <p>Forward the recommendation to BOE.</p> <p>Send prior notice to parent of CSE recommendation and evaluation report.</p> <p><u>If found to be ineligible</u>, the recommendation shall indicate the reasons for ineligibility. A copy of the recommendation and appropriate evaluation information are provided to the building administrator who determines if support services are appropriate. A copy of the recommendation and the evaluation report is provided to the parent.</p>	<p>Within 60 school days of consent to evaluate, the BOE must arrange for services per the IEP.</p> <p>If recommending an approved private school, BOE must arrange for services within 30 school days of receipt of the recommendation.</p> <p>If BOE disagrees with recommendation, it may ask CSE to reconvene, or may establish a second committee, but must still implement a program within the applicable timeline.</p> <p>Parent notified of BOE approval and asked for consent for initial provision of services.</p> <p>Parent provided copy of IEP.</p> <p>Teachers and service providers are provided a paper or electronic copy of IEP, and the Chairperson designates an employee with knowledge of the student to inform them of their responsibilities for implementing the IEP.</p>	<p>The CSE must meet at least annually, but more often if necessary, based upon the student's performance or request by parent or staff member.</p> <p>Meeting notice given to parent 5 calendar days before the meeting.</p> <p>After annual review, provide prior written notice of recommendation and copy of new IEP to parent.</p> <p>An IEP must be in place at the start of each school year.</p> <p>After the annual review, the IEP may be amended without a meeting by mutual agreement between parent and district. Amendment must be documented and provided to parent and district staff responsible for implementing the IEP.</p> <p>Amending the IEP by written agreement without meeting during the course of the year does <u>not</u> eliminate the requirement for an annual review.</p>	<p>The student must be reevaluated at least once every 3 years, but more often if necessary, based on student's performance.</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>Parent and CSE may agree in writing that the reevaluation is not needed. Document agreement and establish date for next reevaluation.</p> <p>District must complete and consider a reevaluation prior to declassifying a student.</p> <p>Committee must meet to discuss the reevaluation results. This meeting may be consolidated with other committee meetings. If consolidating meetings, the meeting notice must indicate the dual purpose of the meeting.</p>

*Eastern Suffolk Boces Principal Training