

Preparation for Annual Review or CSE/CPSE Meeting

Suggested Timeline	Things to Do
3-6 months prior to projected date of meeting	Make any necessary appointments if your child needs to be seen by any medical doctors or other professionals outside of school.
1-3 months prior	Gather any new reports (test results or opinion letters) from any doctors or professionals your child sees outside of school.
Around 6 weeks prior	Contact your CSE (Committee on Special Education) or CPSE (Committee on Preschool Special Education) Chairperson. Confirm date and time of meeting. Request copies of all district evaluations, reports and test results, and a copy of the draft IEP (Individualized Education Program (IEP) if one exists. Request copy of current IEP if needed.
4 weeks prior	Meet (along with your child if appropriate) with your child’s classroom teacher/team to discuss your how your child is doing with schoolwork, whether he is meeting his goals, and overall progress.
2-4 weeks prior	Provide the CSE Chairperson with copies of any new reports from any doctors or professionals seen by your child outside of school.
2-4 weeks prior	Organize a binder which includes sections for 1) general information (meeting notice, your child’s IEP(s), your parent report), 2) school reports, test results, and/or any school communication about your child (report cards, IEP goal progress reports, work samples), and 3) private doctor and professional reports and test results (include your child’s annual physical). Review all documents and current IEP.
2-4 weeks prior	Prepare and submit a Parent Statement (include details about your child’s progress in school, friends and behavior, development at home, IEP goals, and specific details about what has been successful and what has not. You can download and complete the CPSE/CSE Parent / Student Report Worksheet at http://hvsepc.org/hvsepc-parent-student-report-worksheet/ .
2-4 weeks prior	The student’s voice is critical – at any age. A helpful exercise to prepare for the annual review, is to sit down with your child and complete the Student “Draft IEP” Interactive Tool at http://hvsepc.org/student-draft-iep-interactive-tool/ .
1-2 weeks prior	Contact your CSE/CPSE Chairperson to be sure the school district has all of your child’s private doctor and professional reports, your Parent Statement, and Student “Draft IEP.” Be sure sufficient time has been set aside for your meeting. Request any school reports you have not received. If reports cannot be exchanged in time for review, consider rescheduling for a later date.