



OFFICE OF P-12 EDUCATION: Office of Special Education
ASSISTANT COMMISSIONER
Room 309 EB, 89 Washington Avenue • Albany, NY 12234
www.p12.nysed.gov/specialed/

Telephone (518) 402-3353
Fax: (518) 473-5387

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SPECIAL EDUCATION FIELD ADVISORY

FROM: James P. DeLorenzo 

SUBJECT: **Special Education Mandatory Committee on Special Education Meeting Notice**

The New York State Education Department has revised its mandatory State form for Committee on Special Education (CSE) Meeting Notice to comply with recent changes to State statute relating to the additional parent member of the CSE. A copy of the revised form may be found at <http://www.p12.nysed.gov/specialed/formsnotices/meetingnotice/CSEmeetform.htm>. Translations of this revised notice will be posted at this site as soon as they are available.

Pursuant to Chapter 276 of the Laws of 2012, the additional parent member would be a required member of the CSE meeting only if requested by the parent, student or district in writing at least 72 hours prior to the meeting. The parents must receive proper written notice of their right to have an additional parent member attend any meeting of the CSE along with a statement, prepared by the New York State Education Department (NYSED), explaining the role of having the additional parent attend the meeting. NYSED has revised the State's required meeting notice form to include this statement.

Please note that the statutory language in section 4410 of the Education Law relating to the required membership of the committee on preschool special education (CPSE) was not amended. Therefore, the additional parent member of the CPSE is a required member unless the parent of the student declines the participation of the additional parent member and no change has been made to the State's CPSE Meeting Notice form.

To ensure dissemination to appropriate individuals within a school district, I ask Superintendents to please share this memorandum with individuals such as Directors of Special Education, School Psychologists, CSE and CPSE Chairpersons, Guidance Counselors and Directors of Pupil Personnel and Parent Teacher Associations. Questions regarding this memorandum may be directed to the Special Education Policy Unit at 518-473-2878 or to the Special Education Quality Assurance Office in your region:

Central Regional Office	(315) 428-4556
Eastern Regional Office	(518) 486-6366
Hudson Valley Regional Office	(518) 473-1185
Long Island Regional Office	(631) 952-3352
New York City Regional Office	(718) 722-4544
Western Regional Office	(585) 344-2002
Nondistrict Unit	(518) 473-1185