

# CPSE / CSE Meeting Preparation Worksheet

## For Parents & Guardians

This educational worksheet helps parents and guardians prepare for CPSE/CSE meetings with clarity and confidence. It provides a document checklist and guided questions to support meaningful participation.

*Educational • Non-Clinical • Not Legal Advice*

**Disclaimer:** This worksheet is an educational resource and does not constitute legal advice.

## Document Checklist – Bring or Request Before the Meeting

Why this matters: CPSE/CSE decisions are based on documentation. Having these materials helps you follow the discussion and advocate effectively.

- Most recent IEP or IFSP
- Evaluation reports (psychological, speech, OT, PT, educational)
- Eligibility determination paperwork
- Progress reports or report cards
- Attendance records (if relevant)
- Written parent concerns or notes
- Notes on what works and what does not work for your child
- Medical or developmental reports (if applicable)
- Prior emails or communication with the school
- Notebook or printed agenda for note-taking

## 10 Key Questions to Ask During the Meeting

### **1. What specific data is being used to make today's recommendations?**

*Why this matters:* Ensures decisions are based on evidence, not assumptions.

### **2. Can you explain my child's strengths as well as their areas of need?**

*Why this matters:* Keeps the focus on the whole child, not only challenges.

### **3. How do my child's needs impact their ability to access the general curriculum?**

*Why this matters:* Links services to educational impact.

### **4. What goals are being proposed, and how will progress be measured?**

*Why this matters:* Ensures goals are clear and trackable.

### **5. How often will progress be reviewed, and how will I be informed?**

*Why this matters:* Keeps parents included throughout the year.

### **6. What services are being recommended, and why?**

*Why this matters:* Confirms services match documented needs.

### **7. What supports or accommodations will be provided in the classroom?**

*Why this matters:* Clarifies day-to-day supports.

### **8. Were any services or placements considered and rejected?**

*Why this matters:* Ensures all options were discussed.

### **9. What does this look like in practice for my child's school day?**

*Why this matters:* Translates paperwork into real experience.

### **10. What are my options if I disagree or need time to review this?**

*Why this matters:* Reinforces parent rights and decision-making role.

## Parent Notes & Follow-Up

My top concerns going into this meeting:

What I want to follow up on after this meeting:

Who I can contact with questions:

Reminder: You are a required member of the CPSE/CSE team. Asking questions is participation, not conflict.