

Special Education Policy Guidance

This memo clarifies the required participation of general and special education teachers at CSE meetings. As described on pp.70–72 of the SOPM, a required CSE (IEP team) member may be excused from all or part of an IEP meeting, other than an initial IEP meeting, only if the parent consents to the member’s absence in writing.

A general education teacher may be a required CSE member, as described on pp.64–65 of the SOPM. **When a general education teacher is a required member of the CSE, a general education teacher must be present for the entirety of the IEP meeting, unless the general education teacher is excused from all or part of the meeting through written parental consent at least five (5) days prior to the meeting.**

If a student has more than one general education teacher, **at all times during the IEP meeting, at least one of the student’s general education teachers must be present.** It is not necessary that more than one of the student’s general education teachers be present at any time during the meeting, or that any one of the student’s general education teachers attend the entire meeting. For example, each general education teacher might only attend that part of the meeting that involves modification to, or discussion of, that teacher’s area of the curriculum.

A special education teacher may be a required CSE member, as described on pp.64 of the SOPM. **When a special education teacher is a required member of the CSE, a special education teacher must be present for the entirety of the IEP meeting, unless the special education teacher is excused from all or part of the meeting through written parental consent at least five (5) days prior to the meeting.**

If a student has more than one special education teacher, **at all times during the IEP meeting, at least one of the student’s special education teachers must be present.** It is not necessary that more than one of the student’s special education teachers be present at any time during the meeting, or that any one of the student’s special education teachers attend the entire meeting. For example, each special education teacher might only attend that part of the meeting that involves modification to, or discussion of, that teacher’s area of the curriculum.

When both a special education teacher and a general education teacher are required members of the CSE, **at all times during the IEP meeting, at least one special education teacher and one general education teacher must be present, unless one or both are excused from all or part of the meeting through written parental consent at least five (5) days prior to the meeting. When excusal of a mandated CSE member whose area of the curriculum or related services is being discussed is sought, the excused member must submit his/her input into the development of the IEP in writing to the parent and the CSE prior to the meeting.**