



RSE-TASC

Regional Special Education Technical Assistance Support Center



“CSE Process for Administrative Assistants” Spec Ed Secretary’s Training

This workshop will review the CPSE/CSE process to determine special education services; provide guidelines and best practices regarding the special education regulations - what you need to know; roles and responsibilities in regard to the monitoring of timelines and day to day procedures as it relates to a student's referral, evaluation, meeting notice (members of the CPSE/CSE), developing and implementing an Individual Education Program (IEP) for a student with a disability.

Districts are asked to bring documents currently in use. The workshop will provide an opportunity to review documents, current practices, and network with other districts to discuss best practices.

DATES & LOCATIONS:

Erie 1 BOCES B-1 355 Harlem Road West Seneca, NY 14224 October 16, 2015	CA BOCES the Barn 1825 Windfall Road Olean, NY 14760 October 14, 2015
--	--

REGISTRATION: 8:30 am to 9:00 am **TIME:** 9:00 am to 3:00 pm
TARGET AUDIENCE: CSE chairpersons & administrative assistants / clerical support staff
FACILITATOR/PRESENTER: MaryAnn White, Regional Special Education Training Specialist

COST: No Fee, however must preregister to ensure adequate materials for participants.

WORKSHOP LEVEL: Awareness ____ Knowledge/Skill Building ☒ Application/Adaptation ☒

Follow your school district's procedure to register.

For further information regarding the workshop, contact the presenter or Mary Ann White at mwhite@e1b.org.

Please register online to receive confirmation & reminder emails.

For accommodations or information, please contact Sue Ann Coburn or Barb Bockhahn at (716) 821-7542 or 7544.

Cancellation Policy: Cancellations should be made at least 48 business hours prior to the start of the workshop to allow us to fill the class from our waiting list. You will hear from us if the workshop is filled to capacity and we are placing you on a waiting list OR if the workshop is cancelled or rescheduled.

Registration Deadline One (1) week prior to event

To Register:
Click on the hyperlinked date above OR go to www.e1b.org
& click on calendar at bottom of page to see all workshops

Participant Type:

- ☐ Administrator
- ☐ Special Education Teacher
- ☐ General Education Teacher
- ☐ Pupil Support Staff
- ☐ Paraprofessional
- ☐ Other

If unable to register online, please complete this registration portion and mail or fax to: 716-821-7556
Erie 1 BOCES Educational Campus, School Support Services, RSE-TASC, 355 Harlem Road West Seneca, NY 14224

NAME

POSITION / GRADE LEVEL

DISTRICT / AGENCY

BUILDING

EMAIL Address

Emergency Contact

WORK PHONE

Home or Cell PHONE