

CEPT Packet Development

Reference Document for School Teams

The CEPT packet is used to compile information about a student's individual needs and current programming. The packet is used to support discussion in the CEPT meeting and determine an appropriate placement for the student based on the current IEP. It also acts as the referral to nonpublic schools, if the CEPT determination is a private, separate, day school for placement.

Folder Overview

CEPT Documents

This folder provides information about the data and decisions that led to the referral to CEPT. It provides pertinent student information, as well as a summary of attempts to support the student in lesser restrictive settings. The information in this folder should be compiled by a case manager or service provider of the student.

Related Student Records

This folder helps establish who can make educational decisions for a student. If the biological parent is still involved, and their rights have not been terminated, the birth certificate documents their decision-making authority. If someone other than the biological parent has educational rights, appropriate documentation needs to be provided in this folder. Contact your DSE Instructional Facilitator if there are questions about educational rights prior to the CEPT meeting.

Special Education Documents

This folder provides all documents needed to provide a student with a free, appropriate, public education. The IEP and related documents (BIP, Sensory Plan, Evacuation Plan, etc) should reflect the student's current needs and include supports/services that are not able to be implemented in the current school setting. This folder should also provide information about the reason for the referral. Documents in this section should also represent parent input and involvement in the referral process.

Assessment Reports and Related Documents

This folder includes the most recent assessments showing student strengths and needs in all areas addressed by the IEP. It should provide information about eligibility, and other diagnostic questions that were considered in order to most appropriately program for the student. Other documents may be included in this section that are provided by families, such as outside assessments or treatment/discharge summaries.

Synergy Documents

This folder holds mostly general education documents. They provide information about a student's progress towards grade level curriculum standards, and towards the graduation requirements. This folder also gives necessary documentation related to disciplinary action in response to behavior and completion of state-mandated assessments.

Suggestions and Tips

- Notify your DSE support team as soon as you have concerns about a student's progress and their ability to be successful in your school.
- Employ a team approach to compiling the packet to expedite a placement determination and transition to a different environment.
- If you are concerned about a student's progress and feel that the student may need more than what is available in your program, start tracking your interventions on the Summary of Interventions form.
- Have someone else review the IEP Team Meeting Report when the referral is made to ensure it accurately documents the meeting.
- Avoid predetermining a next placement through your discussions with families.
- Spend time as a school team preparing for the CEPT meeting so that all team members can meaningfully participate, while being efficient with the short time frame.