

## Annual Review Teacher Expectations

- A referral to CSE from Sub-Committee Annual Review will be filled out by:  
For Middle School and High School – Teacher of Record  
For Elementary School – School Psychologist
- The entire packet from a Sub-Committee meeting that results in a referral back to CSE must be sent immediately back to C.O. to Debbie Perez for processing
- Any referral back to CSE must be done ASAP!
- Test results MUST be sent to Central Office to Linda McCann 3 weeks prior to a scheduled CSE date!
- Completed Sub-Committee Annual Review packets MUST be returned within 3 weeks of completed meetings as follows:
  - For Elementary and Middle Schools – return to Debbie Perez
  - For High School – return to Michelle Melfi
- For your convenience you have been provided a calendar with due dates. Please refer to that calendar and adhere to those dates!

*Thank you!*