

CPSE Session Notes

Session notes are reviewed by the CPSE Supervisor on a monthly basis. During this review, we look to make sure you are addressing 1-2 IEP goals per session. Each session note should include specific activities used to work on those goals and how the child responded to the interventions.

If your notes are not in compliance with the above, you may be asked to resubmit notes after corrections are made. Here are some examples of what is expected:

EXAMPLE ONE

Session Detail:

Goal 1.1 Student X will attend to class instruction for 3-5 minutes. Today's session was during circle time. The teacher read a story and asked students to provide examples of how they have been helpers in their community. Student X needed visual reminders and at least one verbal reminder to pay attention.

Goal 2.3 Student X will use words to communicate during class time. During free play, Student X wanted to use a toy that another student was using. Provider modeled appropriate communication to help Student X ask to use the toy after the other child was finished using it.

Response:

Student X was able to pay attention to the story for approximately 2 minutes before needing a visual, then verbal reminder. Both reminders helped Student X with attending. Student X used words to communicate 3 out of 4 times during class time and was responsive to modeling

EXAMPLE TWO

Session Detail:

Goal 1.1 Student X will be able to count from 1-20

Goal 3.3 Student X will be able to identify her name

Provider attempted to work on academic goals with the student using a dry erase board and playdough shapes. Usually she loves using playdough but today was very unsuccessful.

Response:

Student X was not feeling well today. She had a very bad cough and didn't participate in activities presented. Will try these activities again during the next session.