



**Special Education Office  
Division of Specialized Instruction and Student Support**

**NEW YORK CITY DEPARTMENT OF EDUCATION  
52 Chambers Street, Room 220  
New York, NY 10007**

Dear Parent/Guardian:

Children born in 2012 will start kindergarten in September 2017. According to our records, you have a child who was born in 2012 and who was found to be eligible for preschool special education services. To prepare for your child's transition to kindergarten, the Department of Education (DOE) will consider your child's need for special education services for the coming school year. Your participation will be an important part of this process.

To start the process, the Committee on Preschool Special Education (CPSE) has referred your child to the Committee on Special Education (CSE). The CSE serves school-age children with disabilities. The notice in this envelope confirms the referral. A social worker will contact you soon to arrange a date for a meeting. At the meeting, the social worker will explain the evaluation process and request your written consent for the evaluation. The evaluation may include a psycho-educational evaluation, a classroom observation, and other appropriate assessments, if necessary. If you consent to the evaluation, the social worker will ask you for some background information about your child and the Department of Education will then schedule any necessary assessments.

The social worker will be able to answer any questions you may have. Another Department of Education (DOE) representative, based at a local school or at a district CSE office, will coordinate your child's evaluation. Contact information for that school or office appears in the last box in the enclosed notice. Your DOE representative can answer questions and provide assistance during the process.

In addition, staff members at your local district CSE will be available to provide assistance. Each district CSE office serves several geographic districts; you can find a list of CSE offices and instructions for finding your district at

<http://schools.nyc.gov/Academics/SpecialEducation/Help/Contacts/CSECPSE>.

To find out more about the transition to kindergarten, visit our website at

<http://schools.nyc.gov/Academics/SpecialEducation/AcrossGrades/Kindergarten>.

**We look forward to working with you as we look ahead to the 2017-2018 school year!**

## Additional Assistance

These organizations may provide additional information and assistance:

### Early Childhood Direction Centers (ECDCs)

ECDCs, funded by the New York State Education Department, provide free confidential information, referrals, and support for families and professionals about services for young children with suspected or diagnosed developmental delays or disabilities. For more information about ECDCs, see <http://www.p12.nysed.gov/specialed/techassist/ecdc/qa.htm>.

#### BRONX ECDC

##### **Bronx Independent Living Services**

4419 Third Avenue, Suite 2C

Bronx, NY 10457

347-271-8159

Email: [maura@bils.org](mailto:maura@bils.org)

Web: [www.bils.org](http://www.bils.org)

#### BROOKLYN ECDC

##### **United Cerebral Palsy of NYC**

160 Lawrence Avenue

Brooklyn, NY 11230

718-437-3794

Email: [brooklynecdc@ucpnyc.org](mailto:brooklynecdc@ucpnyc.org)

Web: [www.ucpnyc.org/ecdc](http://www.ucpnyc.org/ecdc)

#### MANHATTAN ECDC

##### **New York Presbyterian Hospital**

409 East 60th Street, #3-312

New York, NY 10022

212-746-6175

Email: [ecdc@nyp.org](mailto:ecdc@nyp.org)

Web: [www.nyp.org/ecdc](http://www.nyp.org/ecdc)

#### QUEENS ECDC

##### **Queens Centers for Progress**

81-15 164<sup>th</sup> Street

Jamaica, NY 11432

718-215-1299

Email: [cwarkala@queenscp.org](mailto:cwarkala@queenscp.org)

Web: [www.ecdcqueens.org](http://www.ecdcqueens.org)

#### STATEN ISLAND ECDC

##### **Staten Island University Hospital**

242 Mason Avenue, 1<sup>st</sup> Floor

Staten Island, NY 10305

718-226-6670

Email: [lkennedy30@northwell.edu](mailto:lkennedy30@northwell.edu)

Web: [www.siu.edu/ecdc](http://www.siu.edu/ecdc)

### Special Education Parent Centers

The Special Education Parent Centers, funded by the New York State Education Department, provide information and resources to families of children with disabilities.

#### **INCLUDEnyc**

116 E. 16th Street, 5<sup>th</sup> floor

New York, NY 10003

212-677-4660 (English) / 212-677-4668 (Spanish)

Web: [www.includenyc.org](http://www.includenyc.org)

*Serves Bronx, Brooklyn, Manhattan and Queens*

*(Also serves as citywide Parent Training and Information Center)*

#### **United We Stand of New York**

98 Moore Street

Brooklyn, NY 11206

718-302-4313

Web: [www.uwsfnyc.org](http://www.uwsfnyc.org)

*Serves Brooklyn and Queens*

*(Also serves as federally-funded Parent Resource Center for Brooklyn and Queens)*

#### **Parent to Parent NY, Inc.**

The Institute for Basic Research

1050 Forest Hill Road, #108

Staten Island, NY 10314

800-866-1068

Web: [www.parenttoparentnys.org/offices/New-York-City](http://www.parenttoparentnys.org/offices/New-York-City)

*Serves Staten Island*

### Parent Training and Information Centers

PTICs are funded by the U.S. Department of Education's Office of Special Education Programs to meet the needs of families of children with disabilities. The PTICs include:

#### **Advocates for Children of New York**

151 West 30th Street, 5<sup>th</sup> Floor

New York, NY 10001

866-427-6033

Web: [www.advocatesforchildren.org](http://www.advocatesforchildren.org)

#### **Sinergia / Metropolitan Parent Center**

2082 Lexington Avenue, 4<sup>th</sup> Floor

New York, NY 10035

212-643-2840

Web: [www.sinergiany.org](http://www.sinergiany.org)



Wherever you see this symbol \* please see the enclosed English document for specific information about your child.

## PRIOR WRITTEN NOTICE (NOTICE OF RECOMMENDATION)

Date of Birth: \*

ID Number: \*

Date:

Dear Parent or Guardian of \*:

The purpose of this notice is to inform you, in writing, of the school district's recommendation(s) regarding the identification, evaluation, educational placement and/or provision of special education services to your child.

**SUBJECT OF THIS NOTICE: Request for Initial Evaluation for a Preschool Student Previously Identified as Eligible for Special Education Services by the Committee on Preschool Special Education (CPSE) and Eligible to Attend Kindergarten in September**

### DESCRIPTION OF ACTION PROPOSED OR REFUSED:

The New York City Department of Education (DOE) proposes to conduct an individual evaluation to determine if your child will be eligible for special education services in kindergarten and, if your child is eligible, to develop an Individualized Education Program (IEP).

### EXPLANATION OF WHY THE ACTION IS PROPOSED OR REFUSED:

The Committee on Preschool Special Education (CPSE) has referred your child to the Committee on Special Education (CSE) because the CPSE found your child to be eligible for preschool special education services in the past. The CSE serves school-age children with disabilities and will conduct an evaluation to determine whether or not your child will need special education services in kindergarten.

### DESCRIPTION OF EACH EVALUATION PROCEDURE, ASSESSMENT, RECORD, OR REPORT USED IN THE DECISION TO PROPOSE OR REFUSE THE ACTION:

Our records indicate that your child has previously been identified as eligible for preschool special education services and will be entitled to attend kindergarten in September.

### FOR AN INITIAL OR REEVALUATION - DESCRIPTION OF THE PROPOSED INITIAL OR REEVALUATION AND THE USES TO BE MADE OF THE INFORMATION:

The Committee on Special Education will review your child's existing assessments and other materials, including any information you provide. Based on these materials, the Committee will determine what, if any, new assessments are necessary to determine if your child will be eligible for school-age special education services. These new assessments may include a psycho-educational evaluation, a classroom observation, and other appropriate assessments, as necessary.

Information gathered in the evaluation will be used to determine if your child will be eligible for special education services in kindergarten and, if so, to develop an Individualized Education Program (IEP) for the 2017-2018 school year.

### DESCRIPTION OF ANY OTHER OPTIONS CONSIDERED AND THE REASONS WHY THOSE OPTIONS WERE REJECTED:

Not applicable.



Wherever you see this symbol \* please see the enclosed English document for specific information about your child.

## PRIOR WRITTEN NOTICE (NOTICE OF RECOMMENDATION)

### DESCRIPTION OF OTHER FACTORS THAT ARE RELEVANT TO THE PROPOSED OR REFUSED ACTION:

Not applicable.

### YOU HAVE PROTECTION UNDER THE PROCEDURAL SAFEGUARDS OF THE REGULATIONS OF THE COMMISSIONER OF EDUCATION.

The law provides you with certain rights, including procedural safeguards. You can download a copy of the Procedural Safeguards Notice from the New York City Department of Education website at: <http://schools.nyc.gov/Academics/SpecialEducation/AcrossGrades/Kindergarten> or request a copy from the DOE representative listed at the bottom of this form.

### SOURCES YOU MAY CONTACT TO OBTAIN ASSISTANCE IN UNDERSTANDING THE SPECIAL EDUCATION PROCESS:

Please see the enclosed list of organizations that may assist you in understanding the transition from preschool special education to kindergarten.

### ADDITIONAL INFORMATION RELATED TO THE SUBJECT OF THE NOTICE:

The proposed evaluation cannot be conducted without your written consent. You have the right to consent or to withhold consent. A social worker will contact you shortly to arrange a mutually convenient date for a meeting. At the meeting, the social worker will describe the assessments to be conducted, if any, explain the process and the purpose of each assessment, inform you of your rights under the law, and request your written consent for the evaluation.

You may submit private evaluations or other materials to be considered as part of the evaluation. Please submit these materials to the Department of Education (DOE) representative listed below. In addition, you may request that the DOE conduct specific assessments by writing a letter to the DOE representative listed below.

You have the right to address the Committee, either in person or in writing, on the appropriateness of the Committee's recommendations. If you have any questions or would like to request a meeting to discuss information contained in this notice, please contact

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للحصول على تَرجَمات لهذه الوثائق، يرجى زيارة الموقع الإلكتروني المدرج أدناه.	Pour obtenir la traduction de ces documents, merci de visiter le site internet cité ci-dessous.	Переводы документов на русский язык находятся на нижеуказанном сайте.
এসব নথির অনুবাদ পেতে হলে অনুগ্রহ করে নিচে উল্লিখিত ইন্টারনেট সাইটে দেখুন।	Pou ka jwenn kopi dokiman sa yo an Kreyòl Ayisyen, ale sou sit entènèt ki pi ba a	Para obtener una versión de estos documentos en español, por favor visite el sitio de Internet a continuación.
如要取得文件的中文翻譯，請瀏覽下面的網站。	이들 문서의 번역본을 원하시면, 아래 기재된 인터넷 사이트를 방문하십시오.	ان دستاویزات کے ترجمہ کو حاصل کرنے کے لیے، برائے مہربانی ذیل میں درج انٹرنیٹ ویب سائٹ پر جائیں:

<http://schools.nyc.gov/Academics/SpecialEducation/AcrossGrades/Kindergarten>