



<P/G NAME>
PARENT / GUARDIAN OF <STUDENT NAME>
<STREET ADDRESS INCLUDING APT #>
<CITY, STATE ZIP>

April 2015

Dear Parent/Guardian,

Thank you for your recent application to kindergarten. On the application, you indicated that your child has an accessibility need – that is, that your child has limited mobility and therefore will require a specific building layout.

According to our records, you are currently in the Transition to Kindergarten process, which determines eligibility to receive special education services. As part of that process, your child will be evaluated or reevaluated for school-age special education services. You will be invited to participate in an Individualized Education Program (IEP) meeting as a member of the Committee on Special Education (CSE) team, which will determine if your child is eligible to receive special education services and, if so, develop a school-age IEP. If the CSE determines that your child requires an accessible site, the IEP will indicate that need.

In the coming weeks, we will send you an offer of admission based on your kindergarten application. Please note that initial admissions decisions will not take accessibility need into account; therefore, your child may receive an offer to a school that is not accessible. If the school-age IEP developed by the CSE team indicates your child requires an accessible school, and the school offered through the Kindergarten admissions process does not meet your child's limited mobility needs, then you will receive an updated placement in May or later.

If the CSE determines that your child is not eligible to receive special education services, but your child requires an accessible school, then you should submit the Section 504 Request for Accommodations packet. More information about this process is on page 2.

If you have any questions, please contact us:

Transition to Kindergarten process:

Turning5@schools.nyc.gov

718-935-2007

504 Accommodations process:

section504inquiries@schools.nyc.gov

718-391-8116

Kindergarten Admissions process:

ES_Enrollment@schools.nyc.gov

718-935-2009

Sincerely,

New York City Department of Education
Special Education Office
Office of School Health
Office of Student Enrollment

The Section 504 Accommodations Plan Process

What is a 504 Accommodations Plan?

Section 504 of the Rehabilitation Act (1973) protects students with disabilities by requiring public schools to provide eligible students reasonable and appropriate accommodations, so they may participate fully in schools. This plan outlines how the DOE will provide the accommodation(s), which may include provision of an accessible site.

Who is eligible?

Students with physical and/or mental impairment(s) that limits one or more major life activities, but who are not eligible for special education services, may qualify for a 504 Accommodations Plan.

What is the process?

Complete the attached **Request for Accommodations under Section 504** form (with sections to be completed by you and by your child's physician) and/or the appropriate health/medical forms, as appropriate. Submit them to the school you are offered in April through the Kindergarten admissions process. If, after review, it is determined that your child requires an accessible site, and the offered school does not meet your child's limited mobility needs, then a new placement will be assigned.

Resources

More information about 504 Accommodations is available in the **504 FAQ** on the DOE's website at <http://schools.nyc.gov/Offices/Health/SchoolHealthForms>. You can also contact us by calling 311.