

October, 2016

Dear Family,

Children born in 2012 will begin kindergarten in September 2017. According to our records, your child was born in 2012 and receives special education services through the Committee on Preschool Special Education (CPSE), or is in the process of being evaluated for services. We know that moving on to kindergarten will mark an important new chapter in your child's life, and we are looking forward to partnering with you as you apply to kindergarten and plan for your child's transition to school-age special education services. This winter, you will be contacted by a Department of Education representative who will guide you through the transition. At this time, I am writing to share some information about how you can prepare for the months ahead.

● **Attend a kindergarten orientation meeting**

Please join us for a kindergarten orientation meeting in November or December. Come learn about kindergarten Individualized Education Programs (IEPs), special education services and programs for school-age students, and the kindergarten admissions process. Bring your questions! A schedule of all the meetings is enclosed. Meetings will be held in all five boroughs, and they will all present the same information; you are welcome to attend any meeting that is convenient. You can also find this schedule online at schools.nyc.gov/KindergartenSpecialEducation.

● **Apply to kindergarten**

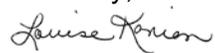
All families, including families of students with disabilities, should apply to kindergarten between November 30th, 2016 and January 13th, 2017. Families can apply online at schools.nyc.gov/ApplyOnline, over the phone at 718-935-2400, or in person at a Family Welcome Center (schools.nyc.gov/welcomecenters). Use our Kindergarten Directories, available online in November and in print in December, to learn about your zoned school(s) and other schools of interest. To identify your zoned school, visit schools.nyc.gov/SchoolSearch and enter your address, or call 311. To learn about open houses and school tours, visit our website at schools.nyc.gov/Kindergarten, or contact the school for tour dates and times. A flyer with more information is enclosed. Please share it with family and friends with children born in 2012.

● **Read the enclosed information about special education in New York City schools, the kindergarten Individualized Education Program (IEP) process, and your rights as a parent.**

● **Read *Kindergarten: An Orientation Guide for Families of Students with Disabilities*.** This guide provides detailed information about the transition to kindergarten. It is posted on our website at schools.nyc.gov/KindergartenSpecialEducation. Copies will be available at orientation meetings.

We are committed to working with families to ensure that preschool students move on to kindergarten with services that will enable them to flourish. We look forward to working with you to make the transition to kindergarten as seamless as possible.

Sincerely,



Louise Kanian
Executive Director
Committees on Special Education

Please bring this letter with you
when you attend a
Kindergarten Orientation Meeting!
Thank you!

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Kindergarten Orientation Meetings

For Families of Students with Disabilities Born in 2012

Please join us to learn more about:

- *developing a kindergarten Individualized Education Program (IEP);*
- *special education services for school-age children;*
- *applying to kindergarten*
- **All meetings present the same information.** Families are welcome to attend any meeting that is convenient.
- **Meetings will begin promptly.** Reservations are not required. Please arrive 15 minutes early to pick up materials and to ensure seating.
- **All sites are fully accessible, EXCEPT AS NOTED.**
- **All meetings are presented IN ENGLISH (with interpretation provided for Spanish, Mandarin and Cantonese), EXCEPT AS NOTED.**
- If you require another language interpretation service at the meeting, please call **(212) 374-6085** at least **7 days in advance** of the meeting date.

When	Where	Getting There
Bronx		
Tuesday morning, November 15, 2016 9:30am– 11:30am *** IN SPANISH ONLY; NO INTERPRETATION for other languages ***	P.S. 85 Great Expectations 2400 Marion Avenue, Bronx, NY 10458	Subway: D, 4 to Fordham Road; Buses: Bx12, Bx15, Bx22 to Fordham Road
Tuesday evening, November 15, 2016 6:00pm – 8:00pm	P.S. 85 Great Expectations 2400 Marion Avenue, Bronx, NY 10458	Subway: D, 4 to Fordham Road; Buses: Bx12, Bx15, Bx22 to Fordham Road
Tuesday morning, December 20, 2016 9:30am – 11:30am	P.S. 54 2703 Webster Avenue, Bronx, NY 10458	Subway: D, 4 to Fordham Road; Buses: Bx12, Bx15, Bx22 to Fordham Road
Brooklyn		
Wednesday evening, November 16, 2016 6:00pm – 8:00pm	P.S. 264 Bay Ridge Elem. Sch. for the Arts 371 89th Street, Brooklyn, NY 11209	Subway: R to 86 th Street; Buses: B37, S53, S93
Thursday, November 17, 2016 9:30am – 11:30am AND 6:00pm – 8:00pm (morning AND evening sessions; attend either one)	Brooklyn Borough Hall, Community Room 209 Joralemon St., Brooklyn, NY 11201	Subway: 2, 3, 4, 5 to Borough Hall; A, C, F to Jay St.; R to Court St.; Buses: B25, B26, B37, B38, B41, B45, B51, B52, B54, B57, B61, B67, B75 B103
Wednesday evening, November 18, 2016 6:00pm – 8:00pm	P.S. 264 Bay Ridge Elem. Sch. for the Arts 371 89th Street, Brooklyn, NY 11209	Subway: R to 86 th Street; Buses: B37, S53, S93
Wednesday morning, November 30, 2016 9:30am– 11:30am	P.S. 190 Sheffield 590 Sheffield Avenue Brooklyn, NY 11207	Subway: 3 to Pennsylvania Ave.; L to Livonia Ave.; Buses: B15, B20, B83

*** See Other Side for Manhattan, Queens and Staten Island Events ***

Visit schools.nyc.gov/KindergartenSpecialEducation for Updates and Additional Information

Kindergarten Orientation Meetings

For Families of Students with Disabilities Born in 2012

When	Where	Getting There
Manhattan		
Thursday morning, December 1, 2016 9:30am– 11:30am	I.S. 289 Hudson River Middle School 201 Warren Street, New York, NY 10282	Subway: 1, 2, 3, A, C to Chambers St.; 4, 5, J, Z to Fulton St-Broadway-Nassau; E to World Trade Center; R to City Hall; Buses: BM1, BM2, BM3, BM4, BxM18, M103, M20, M22, M5, M9, QM11, QM25, QM7, QM8, X1, X10, X10B, X11, X12, X15, X17, X17A, X19, X27, X28, X3, X4, X7, X8, X9
Wednesday, December 7, 2016 9:30am-11:30am AND 6:00pm-8:00pm (morning AND evening sessions; attend either one)	P.S. 40 Augustus Saint-Gaudens 319 East 19 th Street, New York, NY 10003 (back entrance to school) Note: this is not a fully accessible site.	Subway: 4, 5, N, Q, R to 14th St-Union Square; 6 to 23rd St; L to 1st Ave; Buses: BM1, BM2, BM3, BM4, BxM7, M1, M101, M102, M103, M14A, M14D, M15, M15-SBS, M2, M23, M3, M34A-SBS, M9, QM21, X1, X10, X10B, X12, X14, X17, X2, X27, X28, X37, X38, X42, X5, X63, X64, X68, X7, X9
Queens		
Tuesday, December 13, 2016 9:30am-11:30am AND 6:00pm-8:00pm (morning AND evening sessions; attend either one) (w/ Bengali, Cantonese, Mandarin & Spanish interp.)	P.S. 69 Jackson Heights 77-02 37 th Ave., Jackson Heights, NY 11372	Subway: 7 to 74th St. / Broadway; E, F, M, R to Roosevelt Av - Jackson Heights; Buses: Q47, Q49 to 75th St / 37th Av; Q32, Q33 to 82nd St / 37th Av
Thursday morning, December 15, 2016 9:30am-11:30am (w/ Bengali, Cantonese, Mandarin & Spanish interp.)	P.S. 82 The Hammond School 88-02 144 th Street, Jamaica, NY 11435	Subway: J, Z to Sutphin Blvd-Archer Ave; F to Sutphin Blvd; E to Jamaica-Van Wyck; Buses: Q111, Q24, Q31, Q40, Q41, Q43, Q44, Q54, Q56, Q6, Q60, Q65, Q8, Q83, Q9
Thursday evening, December 15, 2016 6:00pm-8:00pm *** IN SPANISH ONLY; NO INTERPRETATION for other languages ***	P.S. 82 The Hammond School 88-02 144 th Street, Jamaica, NY 11435	Subway: J, Z to Sutphin Blvd-Archer Ave; F to Sutphin Blvd; E to Jamaica-Van Wyck; Buses: Q111, Q24, Q31, Q40, Q41, Q43, Q44, Q54, Q56, Q6, Q60, Q65, Q8, Q83, Q9
Staten Island		
Friday morning, December 2, 2016 9:30am-11:30am *** IN SPANISH ONLY; NO INTERPRETATION for other languages ***	Little Lamb Preschool 2 Gridley Avenue, Staten Island, NY 10303	Buses: S46, S96
Thursday, December 8, 2016 9:30am-11:30am AND 6:00pm-8:00pm (morning AND evening sessions – attend either one)	P.S. 44 Thomas C. Brown 80 Maple Parkway, Staten Island, NY 10303	Buses: S40, S46, S48, S90, S96, S98, X12, X30, X42

*** See Other Side for Bronx and Brooklyn Events ***

Visit schools.nyc.gov/KindergartenSpecialEducation for Updates and Additional Information

APPLY TO KINDERGARTEN!

Application Period Open
November 30, 2016 to
January 13, 2017

If your child was born in 2012 and you live in New York City, your child can start kindergarten in September 2017. All families, including current pre-K students, students with disabilities, and English Language Learners, should submit an application.



- 1 Apply online at schools.nyc.gov/ApplyOnline
- 2 Apply over the phone by calling 718-935-2400 (Monday-Friday 8am-6pm)
- 3 Apply in person at a Family Welcome Center (Monday-Friday 8am-3pm; visit schools.nyc.gov/WelcomeCenters for hours and locations)

Learn More

- 📄 Visit schools.nyc.gov/Kindergarten throughout the year
- ✉ Sign up for email alerts at schools.nyc.gov/Subscribe
- 📞 Call 718-935-2009 anytime with questions



Bill de Blasio
Mayor
Carmen Fariña
Chancellor

It's time to get ready for kindergarten!
As you prepare, you will *apply to schools*.
You will also participate in *developing a kindergarten Individualized Education Program (IEP)*.

Applying to Schools

1. Learn More about Schools

Find schools of interest by using the Kindergarten Directory, available online at schools.nyc.gov/Kindergarten and at schools and Family Welcome Centers starting in November. You can also visit schools.nyc.gov/SchoolSearch and type in your address to identify your zoned school and other schools nearby. Once you have identified schools you're interested in, go on school tours and contact schools to request more information. Tours are listed here: schools.nyc.gov/Kindergarten.



2. Apply

All families of children born in 2012 should apply to kindergarten from November 30th, 2016 until January 13th, 2017. Apply online at schools.nyc.gov/ApplyOnline, over the phone by calling 718-935-2400, or in person at a Family Welcome Center. The application is available online in 10 languages, and interpretation in more than 200 languages is available over the phone or in person.



3. Offer Letter

If you apply to kindergarten by the January 13 deadline, you will receive an offer letter in March. The letter will provide information about registering at that school.



4. Pre-Register

When you receive your offer letter, contact the school to schedule a pre-registration appointment. Bring your child and the required documentation to the school to pre-register. If you do not pre-register by the deadline, you may lose your seat at that school.

For information about applying to kindergarten, visit schools.nyc.gov/Kindergarten.

If you have questions at any point in the process, you can email us at ESenrollment@schools.nyc.gov

Developing a Kindergarten Individualized Education Program (IEP)

1. Assessments, If Necessary

A DOE representative will contact you this winter and work with you during your child's transition to kindergarten. The DOE will review the information in your child's file (such as evaluations and progress reports from teachers and/or related service providers) to determine what, new assessments, if any, will be needed to develop a kindergarten IEP. These new assessments may include classroom observations. You will be informed of whether or not new assessments are needed and, if so, your consent will be requested.



2. Kindergarten IEP Meeting

You will be invited to participate in a kindergarten IEP meeting as a member of the Committee on Special Education (CSE) team. This meeting will be separate from, and in addition to, the yearly meeting to review your child's preschool IEP. At the kindergarten IEP meeting, the team will determine whether your child is eligible for school-age special education services. If your child is eligible, the team will develop a school-age IEP. The IEP will outline the DOE's plan to provide your child with a Free Appropriate Public Education (FAPE) in the least restrictive environment. The "least restrictive environment" means that your child will be educated alongside students without disabilities to the maximum extent possible. After the IEP meeting, a copy of the IEP and a notice informing you about the IEP recommendations will be given or mailed to you.



3. School Location Letter

In late spring or summer, you will receive a letter listing the school where special education services will be provided. If you participated in the kindergarten admissions process, this will be the same school where your child was offered a placement. There are some exceptions: if it is determined that your child is eligible for a specialized program, he or she may be offered a place in a school offering that program instead of the placement offered through kindergarten admissions.

For more information about developing a kindergarten IEP and special education services and programs for kindergarten students, see schools.nyc.gov/KindergartenSpecialEducation.

We want to ensure that all students with disabilities:

- have access to challenging academic classes and are held to high academic standards;
- are taught alongside students without disabilities as much as possible; and
- are able to attend their zoned schools or schools of interest as often as possible, while receiving the supports they need to succeed.

Your child's Individualized Education Program (IEP) for kindergarten will include information about his or her strengths, interests, and unique needs. It will identify goals for the school year and describe the special education programs and/or related services that will be provided to help your child meet these goals.

Special education is not a "class" or a "place," but rather describes a wide range of supports and services. An IEP may include services to be provided in the classroom; for example, a speech therapist might work with a student during a classroom lesson. An IEP may include different types of classes and services for different parts of the school day; for example, a student who needs extra support in reading might receive reading instruction in a small class setting and spend the rest of the day in a general education class. With individualized plans to meet each child's needs, schools can provide students with disabilities as much access as possible to the general education curriculum.

schools.nyc.gov/KindergartenSpecialEducation

Parents' Rights During the Transition From Preschool to School-Age Special Education Services

As the parent/guardian of a preschool student with a disability, during the transition to school-age services, **you have the right to:**

- ❖ Consent to any new assessments that the Committee on Special Education (CSE) determines are required. After reviewing your child's file, the CSE team will inform you in writing whether or not new assessments will be necessary to develop your child's kindergarten IEP. The team will describe the assessments and request your consent. However, if the team makes efforts to reach out to you and obtain your consent and you do not respond, the assessments may be conducted without your consent.
- ❖ Request that specific assessments be conducted, by writing a letter to the New York City Department of Education (DOE) representative responsible for your child's transition.
- ❖ Provide the CSE with copies of privately conducted evaluations.
- ❖ Be an equal member of the CSE team and participate meaningfully in decision-making at all IEP meetings.
- ❖ Invite other individuals with special knowledge or expertise about your child to attend IEP meetings to help in the decision-making process.
- ❖ Receive copies of your child's assessments and progress reports before IEP meetings and receive copies of your child's IEP after IEP meetings.
- ❖ Request another IEP meeting, mediation, or an impartial hearing, or file a complaint with the New York State Education Department (NYSED), if you disagree with any decision made about your child.
- ❖ Revoke (withdraw) your consent for all special education programs and services at any time by writing a letter to the CSE. If you do, your child will no longer receive special education services. Your child's file will indicate that he or she received preschool special education services.
- ❖ Have an interpreter at IEP meetings, who, among other things, can explain in your preferred language any evaluations and reports used to assess your child.
- ❖ Receive notification about services and placement within specific timeframes: these notices will specify the services that will be provided to your child, as listed in your child's IEP, and name the school where your child will receive these services.
- ❖ Obtain an independent evaluation paid for by the DOE, if you do not agree with an evaluation conducted by the DOE. You must notify the DOE of this request in writing. The DOE will either agree to pay for an independent evaluation or will initiate an impartial hearing to show that its evaluation is appropriate. You also have the right to obtain an independent evaluation if you submitted a written request for a reevaluation of your child and the DOE did not complete the evaluation in a timely manner (unless there was a documented parental delay).

For more information about the rights of parents of students with disabilities, see the New York City Department of Education's [A Shared Path to Success: Family Guide to Special Education Services for School-Age Children](#) and the New York State Education Department's [Procedural Safeguards Notice: Rights for Parents of Children with Disabilities, Ages 3-21](#). Both documents are available in schools and at:

schools.nyc.gov/Academics/SpecialEducation/FamilyResources/GuidesDocuments.