



**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 the fall of 2017. According to our records, you have a child who was born in 2012 and is receiving or may receive 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 notice in this envelope confirms the referral and that the CSE will consider your child's need for a kindergarten Individualized Education Program (IEP).

The subject of the notice is "Request for Reevaluation for a Preschool Student with a Disability Eligible to Attend Kindergarten in September." A Department of Education (DOE) representative, based at a local school or at a district CSE office, will coordinate your child's reevaluation. Contact information for that school or office appears in the last box of the notice. The reevaluation will not necessarily include formal assessments of your child. Rather, the DOE will review your child's records and determine whether or not additional assessments (which may include observations) are needed. If it is determined that additional assessments (including observations) are needed, you will be notified in writing and your consent will be requested. In addition, you will have the right to request new observations or assessments by writing a letter to your assigned DOE representative.

Once assessments, if any, are complete, you will be contacted by your DOE representative to arrange a kindergarten IEP meeting. At that meeting, the CSE team, of which you are an important member, will determine whether or not your child is eligible for special education services in kindergarten. If your child is found eligible, the team will develop an IEP that lists the services and supports your child needs. If you plan to place your child in a private school at your own expense and do not seek a free and appropriate public school education, the DOE will instead develop an Individualized Education Services Program (IESP) offering equitable services.

If you have questions about the kindergarten IEP process, the DOE representative coordinating your child's transition to kindergarten should be the first person you contact. In addition, district CSE staff members will be able to answer your questions and provide assistance once the process is underway. Each district CSE office serves several geographic districts. For contact information for the CSE serving your district, call 311 or search for your district by entering your address at <http://schools.nyc.gov> and finding contact information for the CSE 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

Web: www.bils.org

BROOKLYN ECDC

United Cerebral Palsy of NYC

160 Lawrence Avenue

Brooklyn, NY 11230

718-437-3794

Email: brooklynecdc@ucpnyc.org

Web: 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

Web: www.nyp.org/ecdc

QUEENS ECDC

Queens Centers for Progress

81-15 164th Street

Jamaica, NY 11432

718-215-1299

Email: cwarkala@queenscp.org

Web: www.ecdcqueens.org

STATEN ISLAND ECDC

Staten Island University Hospital

242 Mason Avenue, 1st Floor

Staten Island, NY 10305

718-226-6670

Email: lkennedy30@northwell.edu

Web: 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, 5th floor

New York, NY 10003

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

Web: 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.uwsofny.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

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, 5th Floor

New York, NY 10001

866-427-6033

Web: www.advocatesforchildren.org

Sinergia / Metropolitan Parent Center

2082 Lexington Avenue, 4th Floor

New York, NY 10035

212-643-2840

Web: 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 Reevaluation for a Preschool Student with a Disability Eligible to Attend Kindergarten in September

DESCRIPTION OF ACTION PROPOSED OR REFUSED:

The New York City Department of Education (DOE) proposes to conduct a reevaluation to determine if your child will continue to need special education services in kindergarten and, if so, to develop an Individualized Education Program (IEP) describing the special education services recommended for September 2017.

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). The CSE serves school-age children with disabilities. The CSE will conduct a reevaluation in order to determine the appropriate special education services your child will need in a school-age setting. As part of the reevaluation, your child's records will be reviewed and new assessments may or may not be required.

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 been identified as needing preschool special education services and will be eligible 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 evaluations and other materials, including any information provided by your child's preschool program and/or service providers and any information you provide. Based on these materials, the Committee will determine what new assessments, if any, are necessary. You will be notified as to whether or not the Committee determined that new assessments are required. If it is determined that new assessments are required, then you will be asked for written consent.

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 special education.

ADDITIONAL INFORMATION RELATED TO THE SUBJECT OF THE NOTICE:

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 ترجمات 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>