



**Department of
Education**

Carmen Fariña, Chancellor

<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.

In the coming weeks, we will send you an offer of admission based on your kindergarten application. Please note that our initial admissions decision will not take accessibility need into account; therefore, your child may receive an offer to a school that is not accessible.

If you believe your child has limited mobility and requires an accessible site, then you should initiate one of the two processes below (but not both):

- Evaluation process for an Individualized Education Program (IEP)
If you believe your child may require special education services in addition to an accessible site, then you should submit an initial referral for evaluation. More information about this process is on page 2.
- Evaluation process for a 504 Accommodations Plan
If you believe your child does not require special education services, and only requires an accessible site, then you should submit the Request for Accommodations packet. More information about this process is on page 3.

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 Individualized Education Program (IEP) Process

An Individualized Education Program (IEP) documents a child's eligibility for special education services and the Department of Education's (DOE's) plan for providing the child with the services he or she needs. Special education services are provided by teachers and therapists and are designed to support children's educational performance; a child is eligible for special education services if he or she has a disability that significantly affects his or her ability to learn.

If you believe your child may have a disability and need special education services in kindergarten, you can request a special education evaluation by writing a letter to the chairperson of the Committee on Special Education (CSE) for the district where you live. To find out which district you live in, search for your zoned school by entering your address at www.nyc.gov/schools/schoolsearch or call 311. Contact information for CSEs is available on our website at <http://schools.nyc.gov/Academics/SpecialEducation/ContactsResources/cse> or by calling 718-935-2007.

Your child's reevaluation or evaluation will include an IEP meeting. You will be invited to participate at the meeting as a member of your child's CSE. At the meeting, the CSE will determine whether your child will be eligible for special education services in kindergarten and, if so, develop a school-age IEP. At the meeting, the CSE will also determine whether your child needs an accessible school, and, if so, indicate the need in the IEP.

To provide information about your child's need for an accessible school (and other needs related to a medical condition or orthopedic impairment), you should provide these forms to the CSE prior to the IEP meeting:

- **Authorization for Release of Health Information Pursuant to HIPAA**, completed and signed by you, to allow the DOE to request medical information from health care providers
- **Request for Medical Accommodations to be Completed by Treating Physician**, completed and signed by your child's physician

Both forms, and additional information about the transition to kindergarten special education, are available on the DOE's website, at <http://schools.nyc.gov/KindergartenSpecialEducation>.

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.