



THE NEW YORK CITY DEPARTMENT OF EDUCATION
JOEL I. KLEIN, *Chancellor*

52 Chambers Street, New York, NY 10007

MEMORANDUM

December 12, 2005

TO: All Principals

FROM: Bruce Feig
Chief Financial Officer

Linda Wernikoff, Deputy Superintendent
Special Education Initiatives

**SUBJECT: Collection of Page 1 of Individual Education Program(IEP)
Documents and Corresponding Allocation**

Starting the week of December 12, 2005, the Department will begin an initiative to collect copies of Page 1 of 2005-06 Individual Education Program (IEP) documents for students who have been recommended for special education door to door busing. This initiative is a necessary step in supporting critical claiming activities that earn dollars to support special education program needs citywide, therefore, the participation of all schools is required. A non-restricted allocation will be provided to your school in exchange for your school's contribution to this effort.

What Needs to Be Collected?

This initiative will be targeting the first page of each 2005-06 student IEP recommended for door to door busing. Page 1 of the IEP contains important information regarding door-to-door special education transportation services: there is a check box on the page that indicates whether or not a student is mandated to receive special education busing.

It is for these students only that Page 1 of their IEPs is needed. It is critical that schools submit Page 1 from every IEP covering all or any part of the 2005-06 school year, including those from initial referrals, annual reviews, requested re-evaluations, and triennial evaluations.

How and When to Submit Documentation

Included in this package is an official list of students receiving door-to-door busing from the Office of Pupil Transportation; school personnel should carefully review this list. Please make a photocopy of Page 1 of the IEP for every student on the transportation list.

To ensure that schools are afforded as much flexibility as possible in completing this task over the 2005-06 school year, the following options for submitting copies of Page 1 are available:

- A. Provide copies of Page 1 on a monthly basis throughout the school year
- B. Provide all copies of Page 1 toward the end of the school year

Regardless of which option you choose, please ensure all copies are submitted by **June 15, 2006**. Pre-addressed envelopes have been provided for the return of the photocopies of the IEPs. Please include these envelopes in your regular Interoffice mail pick-ups, which occur twice weekly. All submissions should be directed to:

**New York City Department of Education
Attention: IEP Collection
355 Park Place Room 210
Brooklyn, NY 11238**

Allocation in Support of Your Participation

To offset any expenses related to the collection and submission of the IEPs, a special stipend will be allocated to each school through Galaxy. This allocation is non-restricted and can be used at the school's discretion during the 2005-06 school year. The value of a school's allocation is based on the number of students receiving door-to-door specialized transportation. The allocation will be made available in Galaxy during the week of December 12, 2005.

Where to go if you have questions

If you have any questions about the student lists, the submission of IEPs, or the allocation, please contact Gail Quinn or Cheryl Kaplan at **(718) 857- 1283**.

The Department has made a strong commitment to completing the Special Education Component of the Student Information System with the development of a secure, web-based on-line IEP. The new system will meet the requirements for reimbursement claims and otherwise remedy many issues confronting us related to the availability and maintenance of paper records. Until a web-based IEP is implemented however, it is necessary for the Department to take interim measures immediately to ensure that the required documentation is readily available. We appreciate your cooperation in this important initiative.

BF:LW:jc

Attachments

c: Carmen Fariña
Kathleen Grimm
Judy Nathan
Regional Superintendents
Regional Administrators of Special Education