



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

DEPUTY COMMISSIONER FOR VOCATIONAL AND EDUCATIONAL SERVICES FOR INDIVIDUALS WITH DISABILITIES

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October 2008

To: District Superintendents  
Superintendents of Schools  
Presidents of Boards of Education  
New York City Board of Education  
Principals of Public Schools  
Directors of Pupil Personnel Services  
Administrators of Nonpublic Elementary and Secondary Schools  
Organizations, Parents and Individuals Concerned with Special Education  
Impartial Hearing Officers  
Commissioner's Advisory Panel for Special Education Services  
SETRC Professional Development Specialists  
Regional School Support Centers  
School Business Officials

From: Rebecca H. Cort 

Subject: Proposed Mandatory Individualized Education Program (IEP), Meeting Notice and Prior Written Notice Forms

On October 20, 2008, the Regents approved, through emergency action, an amendment to the Regulations of the Commissioner of Education to extend the date by which school districts will be required to use the State's forms for individualized education programs (IEPs), Committee on Special Education (CSE) and Committee on Preschool Special Education (CPSE) meeting notices, and prior written notices (Notices of Recommendation) from January 1, 2009 to September 1, 2009. (See <http://www.regents.nysed.gov/2008Meetings/October2008/1008vesida1.doc>)

The Board of Regents acted to mandate the use of State forms based on the State's findings that IEPs varied greatly from school district to school district across the State and that many school district's IEPs did not include the information required by the Regulations of the Commissioner of Education. In addition, the State found that the CSE/CPSE meeting notices and prior written notices provided to parents did not always fully inform parents of the information they need and are entitled to have. By mandating these forms, students' IEPs will be more appropriately developed, parents will be more fully informed and school districts are more likely to meet compliance requirements.



The Department initiated development of the proposed forms in the spring of 2007, with extensive input from stakeholders, including review and comment from parents of students with disabilities, school district administrators and teachers, IEP software development representatives, the Commissioner’s Advisory Panel for Special Education, attorneys with special education expertise and others. The proposed forms, which include only information that must be provided to meet federal and State requirements, are attached for public preview prior to finalization.

**Proposed IEP Forms**

- School age IEP
- Preschool IEP

**Proposed Meeting Notice Forms**

- Guidelines on the Use of New York State Mandated Meeting Notice Forms
- CSE or Subcommittee Meeting Notice
- CPSE Meeting Notice

**Proposed Prior Written Notice Forms (Notice of Recommendation)**

- Guidelines on the Use of New York State Mandated Prior Written Notice Forms
- Initial Referral for Special Education
- Eligibility to Receive Special Educations Services
- Not Eligible for Special Education Services
- Reevaluation
- Changes to Special Education Identification, Services or Educational Placement
- Initial Provision of 12 Month Special Education Services
- Declassification – School-Age Student
- Declassification - Preschool Child
- Graduation with a High School (Local or Regents) Diploma
- Receipt of an Individualized Education Program (IEP) Diploma.

Three public hearings have been scheduled as follows for those individuals wishing to provide public comment on the proposed forms.

	<b>Syracuse</b>	<b>New York</b>	<b>Albany</b>
<b>Date</b>	<b>Monday November 3, 2008</b>	<b>Thursday November 6, 2008</b>	<b>Friday November 7, 2008</b>
<b>Time</b>	<b>2:00-4:30 p.m.</b>	<b>2:00-4:30 p.m.</b>	<b>2:00-4:30 p.m.</b>
<b>Location</b>	Onondaga-Cortland-Madison BOCES Henry C Conference Center 6820 Thompson Road Syracuse, NY 13211  Directions: <a href="http://www.ocmboces.org/maps.cfm">http://www.ocmboces.org/maps.cfm</a>	Manhattan VESID Office 7 <sup>th</sup> Floor Conference Room 116 W. 32 <sup>nd</sup> Street Manhattan, NY 10001  Directions: <a href="http://www.vesid.nysed.gov/manhattan/directions.htm">http://www.vesid.nysed.gov/manhattan/directions.htm</a>	Capital Region BOCES Central Administration Boardroom A&B 1031 Watervliet-Shaker Rd. Albany, NY 12205  Directions: <a href="http://www.capregboces.org/Directions/Directions.htm">http://www.capregboces.org/Directions/Directions.htm</a>

Individuals who need accommodations for a disability in order to attend the meeting (e.g., interpreting services and material in an alternative format) should notify Cathryn Tisenchek by e-mail ([ctisench@mail.nysed.gov](mailto:ctisench@mail.nysed.gov)) or phone (518-473-2878) no later than one week before the scheduled public hearing date. Questions regarding the public hearings may be directed to Joanne La Crosse at 518-473-2878.

The last day for receipt of written public comment on the proposed forms will be November 14, 2008. Written comments should be sent by facsimile or mail, preferably using the attached form, to:

Office of Vocational and Educational Services for Individuals with Disabilities  
New York State Education Department  
One Commerce Plaza, Room 1624  
Albany, New York 12234  
ATTN: Special Education Policy Unit - Forms and Notices  
Facsimile: 518-473-5387

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Attachments