



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

OFFICE OF VOCATIONAL AND EDUCATIONAL SERVICES FOR INDIVIDUALS WITH DISABILITIES  
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December 2005

TO: District Superintendents  
Superintendent of Schools  
Presidents of Boards of Education  
Superintendents of State-Operated and State-Supported Schools  
Executive Directors of Approved Private Schools  
New York City Board of Education  
Organizations, Parents and Individuals Concerned with Special Education  
Commissioner's Advisory Panel for Special Education Services  
SETRC Project Directors and Professional Development Specialists  
Regional School Support Centers  
Other State Agencies

FROM: James P. DeLorenzo

SUBJECT: Revised Sample Individualized Education Programs (IEPs)

The New York State Education Department has revised its sample IEP forms for school-age and preschool students to incorporate the new requirements of the Individuals with Disabilities Education Act (IDEA) 2004 and changes to section 200.4 of the Regulations of the Commissioner of Education. All changes made to the attached forms have been highlighted on the documents themselves for your attention. Copies without highlighting may be accessed at:

<http://www.vesid.nysed.gov/specialed/publications/policy/iep/directions.htm>.

In addition to federal and State required IEP components, the following information fields have been added to the sample IEPs:

Preschool IEP:

- *Child received Early Intervention Services; date of initial referral to Committee on Preschool Special Education (CPSE); date of initial consent for evaluation received; date of IEP meeting to determine initial eligibility* - to document information necessary for new federal data collection requirements.
- *Special transportation needs* – to provide specificity to the IEP recommendations to address a student's special transportation needs.  
See <http://www.vesid.nysed.gov/specialed/publications/policy/specialtrans.htm>.



## School-Age IEP:

- *Current instructional grade/grade equivalent* – to document grade level(s) for purposes of instruction.
- *For secondary students, projected number of years to graduate* – to assist in course credit planning for the student.
- *Date of initial referral, initial consent for evaluation and date of IEP meeting to determine eligibility* – to document information necessary for new federal data collection requirements.
- *Special transportation needs* – to provide specificity to the IEP recommendations to address a student's special transportation needs.  
See <http://www.vesid.nysed.gov/specialed/publications/policy/specialtrans.htm>.
- *Participation in State Assessments – Grade level for purposes of participation in State assessments* – to document the Committee on Special Education's (CSE) recommendation regarding when a student would participate in State assessments based on the student's instructional levels.  
See <http://www.vesid.nysed.gov/specialed/publications/policy/interimguidelines.htm>

The Department's *Sample Individualized Education Program and Guidance Document* is being revised to add guidance on the new IEP components. To ensure dissemination to appropriate individuals within a school district, I ask Superintendents to please share this memorandum with other individuals such as Building Principals, Directors of Special Education, School Psychologists, Committee on Special Education (CSE) and Committee on Preschool Special Education (CPSE) Chairpersons, Guidance Counselors and Directors of Pupil Personnel. Questions regarding this memorandum and the sample IEP forms may be directed to Patricia Geary or Barbara Miller at 518-473-2878.

Attachment