

## **APPLICATION FOR ALTERNATIVE EDUCATIONAL PROGRAMS AND SERVICES PURSUANT TO SECTION 116.4**

### **Overview and Intent**

The granting of approval for alternative educational programs and services pursuant to section 116.4 of the Regulations of the Commissioner of Education is intended for homes or facilities that provide educational programs and services provided by any State department or agency or political subdivision to populations that are small in number and either transient or confined in lieu of the requirements of section 116.3 of this Part.

### **Regulatory Requirements**

Pursuant to section 116.4, the Commissioner may grant approval for alternative educational programs and services in lieu of the requirements of section 116.3 of this Part.

### **Application Procedures**

The application includes the following components:

1. Cover Page (Attachment A)
2. Application Narrative that includes:
  - ✓ Justification for the need to provide programs and services pursuant to section 116.4 in lieu of section 116.3 of this Part;
  - ✓ Specific details of the alternative educational program and services proposed, which include the subject areas as required by section 3204 of the Education Law and Part 100;
  - ✓ Description of the instructional time provided each school day and that the total is not less than three hours of instruction, and that it excludes time provided for lunch, transportation and, for students with disabilities, related services as defined in section 200.1(qq); and
  - ✓ Documentation that instructional personnel are certified teachers and provide instruction pursuant to Part 80.

Submit the application to:

New York State Education Department  
VESID/SEQA  
One Commerce Plaza, Room 1623  
Albany, New York 12234

COVER PAGE

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Facility Name \_\_\_\_\_

Facility Address \_\_\_\_\_

Facility Address \_\_\_\_\_

Name of Person Completing this Form \_\_\_\_\_

Title \_\_\_\_\_

Telephone Number \_\_\_\_\_

Effective Start Date \_\_\_\_\_

Effective End Date \_\_\_\_\_

**For Department Use Only**

Application Approved:  Date: \_\_\_\_\_

Application Denied:  Date: \_\_\_\_\_

Reasons for Denial: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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