



April 2012

**TIME SENSITIVE**

**SPECIAL EDUCATION FIELD ADVISORY**

FROM: James P. DeLorenzo

SUBJECT: **Application Procedures for Summer 2012** Extended School Year  
(July/August) Special Education Programs

Attached are information and materials pertaining to Summer 2012 Special Education Extended School Year Special Education Programs. **If you are currently approved to operate a Special Education Summer Extended School Year Program, you will only need to complete a new application if you propose to:**

- establish a **new** full-day or half-day Special Class Program (9000 or 9010);
- establish a **new** 9015 Related Service Program (9015-A, 9015-B, 9015-C and/or 9015-D); or
- make **any** changes and/or modifications to the **currently** approved 9000 full-day or 9010 half-day programs. Changes to these Special Class programs include any proposed changes to the approved staff/student ratio; adding an additional staff/student ratio to an existing program; modifying the approved age range; adding a disability classification; adding a related service or other services; or modifying the hours of operation. Please use the special class modification application form for these changes. **If you are increasing or decreasing the number of classes at the currently approved staff/student ratio, you do not need to complete a modification application.**

**If you are anticipating applying for any new program or making any changes and/or modifications to previously approved programs, we recommend that you submit these applications as soon as possible. The deadline for submission of any new program application and/or any application for a program modification is June 1, 2012.** Any application received after that date will not be accepted. Prior approval by the Department is required for any new program or any program modification to be eligible for reimbursement of public funds.

Please return each completed new application and/or special class modification application form to the following address:

**New York State Education Department  
P-12: Office of Special Education  
Attention: Section 4408 J/A Extended School Year Application Review  
89 Washington Avenue  
Room 309, Education Building  
Albany, NY 12234**

Thank you for your attention. If you have any questions, please contact Linda Keech from the Office of Special Education at (518) 473-6108 or your Regional Associate at:

Western Regional Office	(585) 344-2002
Central (Syracuse) Regional Office	(315) 476-5081
Eastern (Albany) Regional Office	(518) 486-6366
Hudson Valley Regional Office	(518) 473-1185
New York City Regional Office	(718) 722-4544
Long Island Regional Office	(631) 952-3352
Nondistrict Unit	(518) 473-1185

c: Jackie Bumbalo  
SEQA Supervisors