



OFFICE OF P-12 EDUCATION: Office of Special Education
SPECIAL EDUCATION QUALITY ASSURANCE / NONDISTRICT UNIT
Room 309 EB, 89 Washington Avenue • Albany, NY 12234
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APPLICATION CHECKLIST
Out-of-State Residential or Emergency Interim Placement
2012 – 13 School Year

Check One:

- Out-of-State Residential Placement
 Emergency Interim Placement

AND

Check One:

- Initial
 Re-application

For SED Use Only

Date Received:

Application Complete

- Yes
 No

Check the boxes below to indicate that all required documentation is submitted.

- Committee on Special Education (CSE) Cover Letter
 Application Checklist
 Statement of Assurance
 Listing of approved private schools considered, including copies of all acceptance and rejection letters (see required notification form)
 Student Profile
 Hard copy of the Preapproved Data Form (known as OSES/DOSES)
 Signed STAC-1(s)
 For emergency interim placement, a plan that describes efforts to return the student to an approved New York State private school

OR

For students turning 21 during July or August 2012

- CSE Cover Letter
 Application Checklist
 Summer STAC-1 (summer, if applicable, and school year)

For students returning in-State:

- CSE Cover Letter
 Application Checklist

OR

(Please Type or Print)

Student Name: _____ DOB: ____/____/____

Recommended Residential Placement: _____

Current Educational Placement: _____

Date of CSE Meeting: ____/____/____ Disability Classification: _____

STAC # (Continuing Students Only): _____

School District: _____

CSE Chairperson: _____ E-mail: _____

Phone Number: () _____ Fax #: () _____

With consent of parent, has the CSE made a referral to the Office for People With Developmental Disabilities (OPWDD) for eligibility? Yes No N/A

Note: School districts must complete and submit an application for State reimbursement consistent with these procedures and timelines. Failure to do so may result in a denial of State reimbursement. Failure to submit a timely application will result in State reimbursement as of the date the application for reimbursement is received by the New York State Education Department (NYSED). Regardless of the State's determination regarding approval of State aid reimbursement, the Board of Education of the sending school district is responsible for a timely placement of the student and is fiscally responsible for the tuition costs as well as the district's share of maintenance costs.