



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
STATEWIDE COORDINATOR FOR SPECIAL EDUCATION
Room 1624 One Commerce Plaza • Albany, NY 12234
www.nysed.gov

Telephone (518) 402-3353 Fax: (518) 473-5769

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TO: District Superintendents
Superintendents of Schools
Presidents of Boards of Education
New York City Board of Education
Principals of Public Schools
Chairpersons, Committees on Preschool Special Education
Chairpersons, Committees on Special Education
Approved Private Schools for Students with Disabilities
Approved Preschool Programs for Children with Disabilities
Other New York State Agencies
State-Operated and State-Supported Schools
Organizations, Parents and Individuals Concerned with Special Education
Impartial Hearing Officers
Commissioner's Advisory Panel for Special Education Services
Regional Special Education Technical Assistance Support Centers
Special Education Parent Centers
Early Childhood Direction Centers

FROM: James P. DeLorenzo

SUBJECT: New York State Model Forms: Meeting Notice Relating to Special Education

The New York State Education Department (NYSED) has developed model Meeting Notice forms for Committee on Preschool Special Education (CPSE), Committee on Special Education (CSE) and Subcommittee on Special Education meetings (Attachment 1). These model forms will assist school districts to provide the parents of a student with a disability (or the parents of a student suspected of having a disability) with written notification prior to a meeting of the Committee related to the development or review of a student's individualized education program (IEP) or the provision of a free appropriate public education (FAPE) to the student. The meeting notice is an important step that the school district must take to ensure that one or both of a student's parents have the opportunity to participate in each Committee meeting for their child and to understand the purpose of the meeting as well as who will attend the meeting.



The State's Meeting Notice forms may be used in their current Word document format, or may be converted to another format, including a computerized format and may be inserted on school district letterhead. While the forms are being released at this time as 'model' forms, they will be required for use by all local and State educational agencies for all meeting notices issued during the 2011-12 school year and thereafter, pursuant to section 200.5(c)(1) of the Regulations of the Commissioner of Education. NYSED does not expect to make any further changes to the forms except as required by changes to federal and/or State law and regulations. Attachment 2 provides directions for the use of these forms.

Attachment 3 provides important information in a Question and Answer format on federal and State requirements relating to meeting notices that must be considered in completing Meeting Notice forms for parents. Beginning in February 2010, the State will announce web-based seminars through Elluminate to provide additional training and information on the use of the State's forms and the accompanying guidance. In addition, specialists from the Regional Special Education Technical Assistance Support Centers (RSE-TASC) will offer training in their respective regions of the State.

Questions regarding these forms may be directed to SEFORMS@mail.nysed.gov. NYSED will review questions submitted and post a Question and Answer document on its web site at <http://www.vesid.nysed.gov/specialed/formsnotices/> to respond, as appropriate, to questions received. Questions may also be directed to the Special Education Policy Unit at 518-473-2878.

Attachments