



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  
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April 2009

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

FROM: James P. DeLorenzo

SUBJECT: New Requirements for Special Education Programs and Services:  
Amendment to the Regulations of the Commissioner of Education Relating to  
the Use of the State's Forms for Individualized Education Programs, Meeting  
Notices and Prior Written Notices (Notices of Recommendation)

This is to inform you that the Board of Regents has approved for permanent adoption the amendment of sections 200.4 and 200.5 of the Regulations of the Commissioner of Education relating to the use of the State's forms for individualized education programs (IEPs), meeting notices and prior written notices (notices of recommendation). These regulations became permanently effective on April 9, 2009.

The amended regulations extend the initial effective date by which school districts would be required to use the forms prescribed by the Commissioner for IEPs, Committee on Special Education (CSE) and Committee on Preschool Special Education (CPSE) meeting notices and for prior written notices until the 2011-12 school year. A copy of the amended regulations may be found at [www.regents.nysed.gov/meetings/2009Meetings/March2009/0309vesida1.doc](http://www.regents.nysed.gov/meetings/2009Meetings/March2009/0309vesida1.doc).



The Department expects to release these forms, along with written guidance and resources for training, well in advance of the 2011-12 school year so that school districts will have sufficient time to convert its processes to use the State's required forms.

To ensure dissemination to appropriate individuals within a school district, I ask Superintendents to please share this memorandum with individuals such as Directors of Special Education, School Psychologists, CSE and CPSE Chairpersons, Guidance Counselors and Directors of Pupil Personnel and Parent Teacher Associations. Questions regarding this memorandum may be directed to the Special Education Policy Unit at 518-473-2878 or to the Special Education Quality Assurance Office in your region:

Central Regional Office	(315) 428-3287
Eastern Regional Office	(518) 486-6366
Hudson Valley Regional Office	(914) 245-0010
Long Island Regional Office	(631) 884-8530
New York City Regional Office	(718) 722-4544
Western Regional Office	(585) 344-2002
Nondistrict Unit	(518) 473-1185