



September 2011

To: District Superintendents
Superintendents of Public Schools
Superintendents of State-Operated and State-Supported Schools
Superintendents of Special Act School Districts
Executive Directors of Approved Private Schools
Principals of Public, Nonpublic and Charter Schools
New York City Department of Education
Commissioner's Advisory Panel for Special Education Services
Impartial Hearing Officers
Community Dispute Resolution Centers
Regional Special Education Technical Assistance Support Centers
Special Education Parent Centers
Other State Agencies
Organizations, Parents and Individuals Concerned with Special Education

From: James P. DeLorenzo *James P. DeLorenzo*

Subject: State-required Forms for Individualized Education Programs (IEPs), Meeting Notices and Prior Written Notice

The purpose of this memorandum is to remind all school districts of the following special education requirements that go into effect this school year.

- All **IEPs** developed for the 2011-12 school year, and thereafter, must be on a form prescribed by the Commissioner [8 NYCRR §200.4(d)(2)]. To access a copy of the State's required IEP form, accompanying guidance, questions and answers and training materials, see: <http://www.p12.nysed.gov/specialed/formsnotices/IEP/home.html>.
- **Prior written notices** (notices of recommendation) issued during the 2011-12 school year, and thereafter, must be on a form prescribed by the Commissioner [8 NYCRR §200.5(a)(1)]. To access a copy of the State's required Prior Written Notice form, accompanying guidance, questions and answers and training materials, see <http://www.p12.nysed.gov/specialed/formsnotices/PWN/home.html>.
- Committee on Preschool Special Education (CPSE) and Committee on Special Education (CSE) **meeting notices** issued during the 2011-12 school year, and

thereafter, must be on a form prescribed by the Commissioner [8 NYCRR §200.5(c)(1)]. To access a copy of the State's required Meeting Notice form, accompanying guidance, questions and answers and training materials, see <http://www.p12.nysed.gov/specialed/formsnotices/meetingnotice/home.html>.

Questions relating to this memorandum may be directed to SPECED@mail.nysed.gov or by calling the P-12: Office of Special Education, Policy Unit at 518-473-2878. To ensure dissemination to appropriate individuals within a school district, I ask Superintendents to please share this memorandum with individuals such as Building Principals, Directors of Special Education, School Psychologists, Guidance Counselors, Directors of Pupil Personnel and Parent Teacher Associations.

*Please note:

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