



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](mailto: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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