



OFFICE OF P-12 EDUCATION: Office of Special Education
ASSISTANT COMMISSIONER
Room 309 EB, 89 Washington Avenue • Albany, NY 12234
www.p12.nysed.gov/specialed/

Telephone (518) 402-3353
Fax: (518) 473-5387

November 2013

SPECIAL EDUCATION FIELD ADVISORY

FROM: James P. DeLorenzo

SUBJECT: Information Related to Indicator 8 of the State Performance Plan: Parent Survey

The New York State Education Department (NYSED) has a contract with the Potsdam Institute of Applied Research (PIAR) to administer the Parent Survey, as required by the Office of Special Education Programs (OSEP) of the U.S. Department of Education, to determine the percentage of parents, with a child receiving special education services, who report that schools facilitated parent involvement as a means of improving services and results for children with disabilities. This information is reported to OSEP in NYSED's Annual Performance Report under Indicator 8: Parental Involvement. The purpose of this memorandum is to provide clarification on how to access an official authorized copy of the survey.

Surveys are collected only for school districts scheduled to report on Indicator 8 in a given year. The school district must provide the parents of students with disabilities with an authorized copy of the survey along with directions on how to complete and submit the survey. Authorized copies of the Parent Survey are available only through PIAR. The surveys are printed in a scannable format in English and Spanish, and by request in eight other languages.

The school district may also instruct the parent to complete the survey online, providing the identifying code of the school building and school district codes, at <http://parentsurvey.potsdam.edu>. Whether submitted electronically or in hard copy, the surveys are forwarded directly to PIAR, not to the school district, for processing to ensure confidentiality. School districts should not photocopy the surveys for dissemination and should only use the official scannable parent surveys provided by PIAR.

Thank you for your assistance in helping us to accurately collect the important information included in these surveys. Questions regarding this information may be directed to the Special Education Policy Unit at 518-473-2878 or speced@mail.nysed.gov or the Special Education Quality Assurance Office in your region:

Central Regional Office	(315) 428-4556
Eastern Regional Office	(518) 486-6366
Long Island Regional Office	(631) 952-3352
New York City Regional Office	(718) 722-4544
Western Regional Office	(585) 344-2002
Nondistrict Unit	(518) 473-1185
Hudson Valley Regional Office	(518) 473-1185