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**SPECIAL EDUCATION FIELD ADVISORY**

FROM: James P. DeLorenzo

SUBJECT: Modification Application for Approval to Expand and/or Modify a Preschool Special Education and/or Multidisciplinary Evaluation Program

The New York State Education Department (NYSED) has revised its application materials and will now accept applications from agencies seeking State approval to modify or expand an already approved preschool special education program, including a Multidisciplinary Evaluation, Special Education Itinerant Services (SEIS), Special Class in an Integrated Setting (SCIS) and/or Special Class (SC) Program. The "Preschool Program Modification Request Application for New York State Education Department Approval to Expand and/or Modify an Approved Preschool Special Education and/or Multidisciplinary Evaluation Program" and related materials are available at <http://www.p12.nysed.gov/specialed/applications/preschool-home.html>.

For all proposed modifications that involve expansion in capacity (e.g., adding classes, increasing class size) and/or changes to geographic region to be served beyond what the program currently serves, the applicant must, prior to submitting its application, receive written confirmation from NYSED's Office of Special Education Special Education Quality Assurance (SEQA) Regional Office where the applying agency is located that regional need has been established for the proposed program change(s). A copy of NYSED's determination of regional need must be attached to the application. Further information on the regional need process, may be found at the website above.

If an already approved program is seeking to add a program type (e.g., a program approved to provide SEIS is seeking approval to operate a SC program), the agency must complete the "Initial Application for New York State Education Department Approval to Operate a Preschool Special Education and/or Multidisciplinary Evaluation Program" found at <http://www.p12.nysed.gov/specialed/applications/preschool-home.html>.

Questions regarding this memorandum and the application may be directed to the Special Education Preschool Policy Unit at (518) 473-6108 or to the SEQA Regional Office in your region.

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