



October, 2018

Dear Family,

Children born in 2014 will begin Kindergarten in September 2019. According to our records, your child was born in 2014 and receives special education services through the Committee on Preschool Special Education (CPSE), or is in the process of being evaluated for preschool special education services. We know that moving on to Kindergarten will mark an important new chapter in your child's life, and we look forward to partnering with you as you apply to Kindergarten and plan for your child's the transition to school-age special education services. Beginning in January 2019, you will be contacted by a Department of Education representative who will guide you through the transition. At this time, I am writing to share some information about how you can prepare for the months ahead.

Attend a Kindergarten Orientation Meeting and Receive a Copy of our Kindergarten Orientation Guide

Please join us at a Kindergarten Orientation Meeting this November or December to learn about the Kindergarten Admissions process (Applying to Kindergarten) and the Turning 5 process (Determining Special Education Services and Supports). At the meeting, you will also receive a copy of the Kindergarten Orientation guide, which provides detailed information about the transition to Kindergarten. Please see the enclosed schedule for more information on our Kindergarten Orientation Meetings.

Apply to Kindergarten

All families, including families of students with disabilities, should apply to Kindergarten **between late November and January 14th, 2019**. Families can apply online at myschools.nyc.gov, over the phone at 718-935-2009, or in person at a Family Welcome Center (schools.nyc.gov/welcomecenters). Use our Kindergarten Directories, available online and in print in November, to learn about your zoned school(s) and other schools of interest. To identify your zoned school, visit schools.nyc.gov/Find-a-school and enter your address, or call 311. To learn about open houses and school tours, visit our website at schools.nyc.gov/Kindergarten, or contact the school for tour dates and times. A flyer with more information is enclosed. Please share it with family and friends with children born in 2014.

Read the enclosed information about Preparing for Kindergarten: Two Processes, Special education in New York City schools, and your rights as a parent.

We are committed to working with families to ensure that preschool students move on to Kindergarten with services that will enable them to flourish. We look forward to working with you to make the transition to Kindergarten as seamless as possible.

Sincerely,

Mia Gurley
Executive Director
Committees on Special Education

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Kindergarten Orientation Meetings

For Families of Students with Disabilities Born in 2014

Please join us to learn more about a Kindergarten Individualized Education Program (IEP), special education services for school-age students, and applying to Kindergarten!

- All meetings cover the **same** information. Families are welcome to attend any meeting that is convenient for them. Registration is only required for the online webinars.
- Meetings will begin promptly. Please arrive 15 minutes early to pick up materials and to ensure seating. All sites are fully accessible.
- Meetings are presented in English or Spanish. At English sessions, Spanish interpretation is provided. If you need interpretation for Arabic, Bengali, Cantonese, French, Haitian Creole, Korean, Mandarin, Russian, Urdu, or American Sign Language please call 718-935-2013 at least 7 days in advance of the meeting date to request an interpreter. Spanish only sessions are presented in Spanish and no English or other language interpretation can be provided. Online webinars are presented in either Spanish or English only with no interpretation.

BRONX

DATE/TIMES:
Thursday, Nov. 29, 2018
9:30am – 11:30am
6:00pm – 8:00pm **SPANISH ONLY**
LOCATION:
P.S. 85 Great Expectations
2400 Marion Avenue
Bronx, NY 10458

DATE/TIME:
Wednesday, Dec. 5, 2018
9:30am – 11:30am
LOCATION:
P.S. 54
2703 Webster Avenue
Bronx, NY 10458

BROOKLYN

DATE/TIME:
Tuesday, Nov. 27, 2018
6:00pm – 8:00pm
LOCATION:
Brooklyn Law School
Subotnick Center (10th Floor)
250 Joralemon Street
Brooklyn, NY 11201

DATE/TIME:
Tuesday, Dec. 11, 2018
9:30am – 11:30am
LOCATION:
P.S. 190 Sheffield
590 Sheffield Avenue
Brooklyn, NY 11207

DATE/TIME:
Wednesday, Dec. 12, 2018
6:00pm – 8:00pm
LOCATION:
P.S. 264 Bay Ridge Elem. Sch.
for the Arts
371 89th Street
Brooklyn, NY 11209

MANHATTAN

DATE/TIME:
Tuesday, Nov. 13, 2018
9:30am – 11:30am
LOCATION:
TKP Conference Center
109 West 39th Street
New York, NY 10018

DATE/TIME:
Wednesday, Nov. 28, 2018
9:30am - 11:30am
LOCATION:
P.S. 92
222 West 134th Street
New York, NY 10030

DATE/TIMES:
Thursday, Dec. 6, 2018
9:30am - 11:30am
6:00pm - 8:00pm
LOCATION:
The Sixth Ave. Elem. School
64 West 17th Street
New York, NY 10011

QUEENS

DATE/TIME:
Wednesday, Nov. 28, 2018
6:00pm – 8:00pm
LOCATION:
P.S. 82 The Hammond School
88-02 144th Street
Jamaica, NY 11435

DATE/TIMES:
Thursday, Dec. 13, 2018
9:30am - 11:30am
6:00pm – 8:00pm **SPANISH ONLY**
LOCATION:
P.S. 69 Jackson Heights
77-02 37th Avenue
Jackson Heights, NY 11372

STATEN ISLAND

DATE/TIME:
Friday, Nov. 9, 2018
9:30am - 11:30am
LOCATION:
New Dorp High School
465 New Dorp Lane
Staten Island, NY 10306

DATE/TIMES:
Tuesday, Dec. 4, 2018
9:30am - 11:30am **SPANISH ONLY**
6:00pm – 8:00pm
LOCATION:
P.S. 69 Daniel D. Tompkins
School
144 Keating Place
Staten Island, NY 10314

WEBINAR (Online)

[Must register in advance]
DATE/TIMES:
Friday, Nov. 16, 2018
9:30am-11:00am **SPANISH ONLY**
12:00pm-1:30pm **ENGLISH ONLY**

TO REGISTER:
[Visit](#)
www.gotomeeting.com/webinar/join-webinar.

Enter the Webinar ID:
Spanish Webinar:
796-774-059
English Webinar:
594-063-675

Complete and submit the registration form.

Preparing for Kindergarten: *Two Processes*

Did you know that all families of New York City students born in 2014 should apply to Kindergarten in order to receive a school offer? The Kindergarten Admissions Process is your opportunity to express your preferences for which school(s) you would like your child to attend, keeping in mind that most children attend their zoned school. As the family of an incoming kindergartner who may need special education services, you will also participate in the “Turning 5” process, to determine whether your child needs special education in Kindergarten, and if so, to decide what those services will be. Many kindergartners who need special education services can and do receive these services in the school that was offered through the Kindergarten Admissions Process.

Kindergarten Admissions (Applying to Kindergarten)

Step 1: From November–December, you should *explore your options* for Kindergarten!

Step 2: Beginning in December, you can *begin applying* to Kindergarten. Be sure to submit an application by the January 14 deadline.

Step 3: If you have applied to Kindergarten and submitted your application before the deadline, you will *receive an Offer Letter* in March.

Step 4: Once you have received an Offer Letter, *pre-register* your child at the school (March – May).

Turning 5 (Determining Special Education Services and Supports)

Step 1: The Turning 5 process begins when you receive a blue Notice of Referral in the mail. You may receive this notice as early as January or as late as July.

Step 2: If necessary, new assessments may be conducted.

Step 3: If your child has medical needs, you should submit medical forms to your DOE representative before your IEP meeting.

Step 4: You will participate in a Kindergarten IEP meeting. This meeting may take place from February through the end of August. The timing will depend on when you started the Turning 5 process.

Step 5: If your child needs special education services in Kindergarten, you will receive a green School Location Letter. You may receive this letter beginning in May through the end of August, depending on when you began the Turning 5 process.

If you apply to Kindergarten, the placement you receive on the green *School Location Letter* will be the same school that was listed on your *Offer Letter*, unless your child is recommended for a NYC DOE Specialized (District 75) placement on his/her IEP or your child was accepted into a specialized program. If you do not apply to Kindergarten, you will not receive an Offer Letter. You will still receive a school placement in your district of residence.



Special Education in New York City Public Schools

We want to ensure that all students with disabilities:

- have access to challenging academic classes and are held to appropriately high academic standards;
- are taught alongside students without disabilities as much as possible; and
- are able to attend their zoned schools or schools of interest as often as possible, while receiving the supports they need to succeed.

All students with disabilities who require special education services have Individualized Education Programs (IEPs). The IEP is a document created by a team that includes you, the parent. It contains information about your child's interests, strengths and needs. The IEP will also identify goals for the school year and describe the special education programs and/or related services that will be provided to help your child meet these goals.

Special education is not a “class” or a “place,” but rather describes a wide range of supports and services:

- An IEP may include different types of classes and services for different parts of the school day.
 - For example, a student who needs extra support in reading might receive reading instruction in a small class setting and spend the rest of the day in a general education class.
- An IEP may include services to be provided in the classroom.
 - For example, a speech therapist might work with a student during a classroom lesson.
- An IEP may include services to be provided in a separate location.
 - For example, a guidance counselor might work with a student in his/her office.

With individualized plans to meet each child's needs, schools can provide students with disabilities as much access as possible to the general education curriculum.

Parents' Rights During the Transition from Preschool

As the parent of a student entering Kindergarten, you have a number of rights.

- You have the right to consent or to withhold your consent to any new assessments that the IEP team determines are required. However, if your child has a preschool IEP and the IEP team makes efforts to reach out to you and obtain your consent and you do not respond, the assessments may be conducted without your consent.
- You have the right to request that specific assessments be conducted, by writing to your DOE representative.
- You have the right to provide the IEP team with copies of privately conducted assessment reports and to have the IEP team review and consider these reports.
- You have the right to be an equal member of your child's IEP team and to participate meaningfully in decision-making through attendance at all IEP meetings.
- You have the right to invite other individuals with knowledge or special expertise about your child to attend IEP meetings, to help in the decision-making process.
- You have the right to receive copies of your child's assessments and progress reports before IEP meetings and receive copies of your child's IEP within two weeks of your child's IEP meeting.
- You have the right to request another IEP meeting, mediation, or an impartial hearing, or file a complaint with New York State, if you disagree with any decision made about your child.
- You have the right to revoke (withdraw) your consent for all special education programs and related services at any time by writing a letter to the IEP team. If you do, your child's educational record will indicate that your child received preschool special education services.
- You have the right to a language interpreter for IEP meetings. You also can obtain a translation of your child's IEP or additional interpretation assistance in connection with your child's IEP by contacting your DOE representative.
- You have the right to receive notification about special education placement and services within specific timeframes. For a student who will turn 5 years old in 2019 and who will enter Kindergarten in September 2019:

If a referral is received...	...placement must be offered by:
prior to March 1	June 17
March 4 – April 1	July 15
April 2 – May 10	August 15
May 13 or later	60 school days from the date of the referral

This means that if your child had a preschool IEP before March, or if you refer your child for special education evaluation before March, the DOE must notify you about services and placement for September by June 17. The DOE will specify the services that will be provided to your child and will name the school where your child will receive these services.

- Please call 311 or email Turning5@schools.nyc.gov if you have not received a placement offer within a few days of the deadlines listed above (allowing time for the offer to arrival via mail). If the IEP recommends a special class and the DOE does not offer the recommended placement within the timeframes in the chart above, you may have the right to place your child in an appropriate program in a New York State Education Department-approved non-public school, at no expense to you.

- You have the right to request an independent assessment paid for by the DOE if you do not agree with an assessment conducted by the DOE. You must notify the DOE of this request in writing. The DOE will either agree to pay for an independent assessment or will file for an impartial hearing to show that its assessment is sufficient.
- You have the right to an independent assessment paid for by the DOE, if the DOE did not complete the assessment(s) within the timeline in the table below (unless the DOE was not responsible for the delay).

If a request for a reevaluation is received...	...the evaluation must be completed by:
prior to March 1	June 1
March 4 – April 1	July 1
April 2 – May 10	August 1
May 13 or later	60 school days from the date of the referral

For more information about the rights of parents of students with disabilities, see our *Family Guide to Special Education School-Age Services* available [online](https://schools.nyc.gov/special-education/help/contacts-and-resources) at <https://schools.nyc.gov/special-education/help/contacts-and-resources> and the New York State Education Department's *Procedural Safeguards Notice: Rights for Parents of Children with Disabilities, Ages 3-21* (Statement of Family's Rights) available [online](https://schools.nyc.gov/special-education/help/your-rights) at <https://schools.nyc.gov/special-education/help/your-rights>. Both documents are also available in schools.