

# Placement Timelines for Students with IEPs July 2024

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Advocates for Children of New York  
Protecting every child's right to learn



# Today's Training

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Introduction

IEP versus  
Placement

12 month  
Placement

10 month  
Placement

Problem  
Solving





# What is Advocates for Children (AFC)?

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AFC is an independent agency that protects the rights of all NYC students

## Our Services:

- Helpline: **1-866-427-6033** (Mon-Thurs, 10am – 4pm)
- Guides and resources: [www.advocatesforchildren.org](http://www.advocatesforchildren.org)
- Workshops and trainings
- Free legal services to low-income families



# IEP Program & Placement

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## PROGRAM

- The “what”
- Type of program (gen ed, ICT, small class, related services, etc.)
- Have a legal right to the IEP program

## PLACEMENT

- The “where”
- School location that can provide IEP program/services
- NO right to a particular placement



# Continuum of Services

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Least Restrictive

- General Education with Supports/Services

More restrictive

- Integrated Co-Teaching (ICT)

A little more

- Special Class in a Community School (self-contained)
- 12:1+1; 12:1; 15:1

Even more

- District 75 inclusion in a Community School



# Continuum of Services

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D75

- Special Class in a Specialized School (District 75)
- 12:1+1; 8:1+1; 6:1+1; 12:1+4

NPS

- State Approved Non-Public School (NPS)

More  
support

- Residential Placement

At home

- Home Instruction (“Medically Required”)



# Specialized Programs

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Bilingual ICT or  
Special Class

ASD Nest &  
Horizon  
(Autism)

AIMS (Autism)

ACES  
(Intellectual  
Disability/Multiple  
Disabilities)

I READ

Path (Behavior)

Barrier Free/  
Accessible





# State-approved Non-Public Schools (NPS)

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If needs cannot be met in a public-school program

Schools specialize in meeting particular needs

List of Non-Public Schools

IEP says “Defer to CBST” or “NYSED Approved Non-Public Day Program.”

Central Based Support Team (CBST): DOE office that applies to NPS BUT parent can also apply





# Supports & Services

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Assistive  
Technology (AT)

Paraprofessionals

Counseling

Nursing

Occupational  
Therapy (OT)

Physical Therapy  
(PT)

Speech Therapy  
(ST)

Special Education  
Teacher Support  
Services (SETSS)

Behavioral  
Intervention Plan  
(BIP)

Specialized  
Transportation

Students can get these in any school setting!



# Placement

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Your child's school placement needs to provide their IEP program and services



# How do I find out about placement?



## Admissions Offer

- If you are entering K, 6<sup>th</sup> or 9<sup>th</sup> grade and applied to DOE schools

## School Location Letter

- DOE required to send
- Often with Prior Written Notice (PWN)

## Other

- Placement letter from central offices and specialized programs

\*Only get a placement letter if going to a new placement



# Admissions Offers

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District I-  
32

- Admissions offers K, 6<sup>th</sup> grade, 9<sup>th</sup> grade

Starting  
New School

- New program recommendation or move

Check your  
offer

- Online at [MySchools.nyc](https://www.myschools.nyc.gov)
- Calling 718-935-2009



# Prior Written Notice & School Location Letter

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2/27/2017

Prior Notice Package for Placement for John Doe (123456789)



## PRIOR WRITTEN NOTICE (NOTICE OF RECOMMENDATION)

Date: 00/00/2018

Dear Parent or Guardian of JOHN DOE

Date of Birth: 00/00/2013 Local ID: 123456789

The purpose of this notice is to inform you, in writing, of the school district's recommendation(s) regarding the identification, evaluation, educational placement and/or provision of special education services to JOHN DOE.

**SUBJECT OF THIS NOTICE:** Continued Eligibility for Special Education Services and Recommended Special Education Services

### DESCRIPTION OF ACTION PROPOSED OR REFUSED:

The Committee on Special Education recommends that your child be identified as having an educational disability, specifically: Speech or Language Impairment. The Committee recommends that your child receive the following educational program:

#### 10 Month School Year

**Placement**  
NYC DOE School Non-Specialized (District 1-32)

**Special Education Services**  
Integrated Co-Teaching Services

**Related Services / Supplementary Aids and Services / Assistive Technology**  
Occupational Therapy (Individual), Physical Therapy (Individual), Speech-Language Therapy(Group)

### EXPLANATION OF WHY THE ACTION IS PROPOSED OR REFUSED:

At the IEP meeting held on 03/18/2018, to which you were invited, the assessments and materials identified below were reviewed and discussed and it was determined that your child meets the eligibility criteria for an educational disability as defined in Part 200 of the regulations of the Commissioner of Education. In addition, an Individualized Educational Program was developed recommending the special education services that will meet his/her educational needs.

### DESCRIPTION OF EACH EVALUATION PROCEDURE, ASSESSMENT, RECORD, OR REPORT USED IN THE DECISION TO PROPOSE OR REFUSE THE ACTION:

Evaluation Procedure/Assessment/Record/ Report	Date
Classroom Observations	03/16/2018
Social History Update	03/03/2018
Psychological Update	03/01/2018

### DESCRIPTION OF ANY OTHER OPTIONS CONSIDERED AND THE REASONS WHY THOSE OPTIONS WERE REJECTED:

- Options Considered:**
- General Education
  - Related Services Only



## PRIOR WRITTEN NOTICE (NOTICE OF RECOMMENDATION)

Dear Parent or Guardian of JOHN DOE

Student's DOB: 00/00/2013 Local ID: 123456789

Date: 06/15/2018

The purpose of this notice is to inform you, in writing, of the school district's recommendation(s) regarding the identification, evaluation, educational placement and/or provision of special education services to JOHN DOE.

**SUBJECT OF THIS NOTICE:** School Location

### DESCRIPTION OF ACTION PROPOSED OR REFUSED:

The Committee on Special Education recommended that your child be identified as having an educational disability, specifically: Speech or Language Impairment

The Committee recommended that your child receive the following educational program.

**10 Month School Year Placement**  
NYC DOE School Non-Specialized (District 1-32)

**Special Education Services**  
Integrated Co-Teaching Services

**Related Services/ Supplementary Aids and Services/ Assistive Technology**  
Occupational Therapy(Individual), Physical Therapy(Individual), Speech-Language Therapy(Group)

You may bring your child to the following school on 09/04/2018 where he/she will receive these services:

**Name:** P.S. 117 J. Keld / Briarwood School  
**Address:** 85-15 143 STREET, QUEENS, NY, 11435  
**Telephone Number:** 718-526-4780

You may also visit this school by contacting the people listed below for assistance in arranging a visit:

Before 6/28/2018, Contact: Devoard Owens Telephone Number: 718-526-4780  
Address: 85-15 143 Street, Queens, NY, 11435

On or after 6/28/2016, Contact: Fabiana Czemerinski Telephone Number: 718-557-2553  
Address: 90-27 Sutphin Boulevard, Jamaica, NY, 11435

### EXPLANATION OF WHY THE ACTION IS PROPOSED OR REFUSED:

At the meeting held on 03/18/2016, to which you were invited, the assessments and materials identified below were reviewed and discussed and it was determined that your child meets the eligibility criteria for an educational disability as defined in Part 200 of the regulations of the Commissioner of Education. In addition, an Individualized Education Program (IEP) was developed recommending the special education and related services that will meet his/her educational needs. The school listed above was chosen because it can provide the program and services on your child's IEP.

### DESCRIPTION OF EACH EVALUATION PROCEDURE, ASSESSMENT, RECORD, OR REPORT USED IN THE DECISION TO PROPOSE OR REFUSE THE ACTION:



The school listed on your School Location Letter may be different than the school that made you an admissions offer through the DI-32 application process.



- a. true
- b. false



# 12-month Placement

July &  
August





# Types of 12-month Placements

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12-month  
D75

ESY DI-32

Summer  
School/PID

Summer  
Rising\*\*







# Typical timelines for 12-month placements

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May – Summer Rising

June – Summer School/PID

June 15<sup>th</sup> – D75 and ESY placements

Always before the start of school!!

# 10-month Placement

September  
- June





# Types of 10-month Placements

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10-month IEP  
new program

10-month  
specialized  
program

Students  
entering K

Entering  
Middle/HS



# Timelines for 10-month placements

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April/May – Application Matches

June 15 – for incoming kindergarten students who had preschool IEPs

August 15<sup>th</sup> – 10-month new school

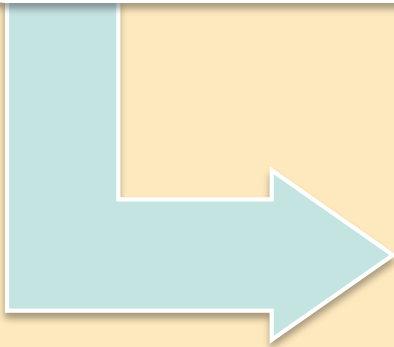
Specialized programs: varies



# What About Busing?

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Check IEP to  
make sure you  
have specialized  
busing!



Check NYCSA  
to see what bus  
company is  
assigned



For new school, can take 10 school days to set up busing!



# What if the placement doesn't have IEP program?

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Your child has right to IEP program



School should provide it



BUT sometimes don't have it



DOE should offer placement that can implement IEP



# What programs does a DI-32 school have?

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<https://infohub.nyced.org/reports/government-reports/class-size-reports> Click on “Detailed School Level Data” Excel file

Gen Ed	English	MS English Other	10	1	10.0	<15	<15
ICT	English	MS English Core	159	6	26.5	25.0	29.0
ICT	Math	MS Math Core	159	6	26.5	25.0	29.0
ICT	Science	MS Science Core	159	6	26.5	25.0	29.0
ICT	Social Studies	MS Social Studies Core	159	6	26.5	25.0	29.0
SC	English	MS English Core	34	3	11.3	10.0	12.0
SC	Math	MS Math Core	34	4	8.5	<6	12.0
SC	Science	MS Science Core	34	3	11.3	10.0	12.0
SC	Social Studies	MS Social Studies Core	34	4	8.5	<6	12.0



# Questions?

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# Need Help?





# Makeup services or vouchers

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## PI

- If didn't receive small class on IEP
- For state approved non-public school
- Must be accepted by NPS school licensed for that classification
- Program should be similar

## RSAs

- For related services
- Provider must be licensed with NYS
- Can ask for increased rate

## P3/P4s

- For SETSS services
- Provider must be licensed
- Can ask for increased rate

**CHECK EXPIRATION DATES!**



# When am I eligible for a P-IR ?

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DOE missed placement deadline for new special class

- 12-month program: June 15/beginning of school
- 10-month program: no placement mailed by August 15
- Kindergarten: no placement mailed by June 15
- Mid year placement: 60 school days from date of referral

OR placement offered doesn't have the right program (often in DI-32). Get proof!



# How can I use the PI-R?

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## List of Non-Public Schools

Find an NPS that will accept

NPS must be able serve classification

NPS must have Related Services

NPS must have similar ratio



# Things to think about with a PI-R

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Only good for  
one year

Only for  
approved schools

PI-R expires  
unless no public  
placement offered

You **STILL** have  
right to public  
placement

Can ask for both  
a PI-R **AND** a  
public placement



# When should you **NOT** ask for P I-R?

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If you want to place your child in a non-approved private school (must file an IHR)

If you want private but are not sure if approved or non-approved

This can be a tricky!



# Requesting a P I-R

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Should be automatic!

If don't get one, write to:

- [Nickersons@schools.nyc.gov](mailto:Nickersons@schools.nyc.gov)
- [SpecialEducation@schools.nyc.gov](mailto:SpecialEducation@schools.nyc.gov)



# Informal Dispute Resolution

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Start with the School

Parent Coordinator, Principal



District Superintendent's Office

Family Support Coordinator or District Family Advocate



DOE Central – Office of Special Education

(718) 935-2007 or [specialeducation@schools.nyc.gov](mailto:specialeducation@schools.nyc.gov)



For school, Superintendent Contact Information  
visit: <https://sites.google.com/schools.nyc.gov/edudirectory/home>






# Formal Dispute Resolution

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## Mediation

- Voluntary meeting.
- Parent and DOE discuss the problem.
- A mediator facilitates.
- Parties control the outcome
- Parties may still go to an Impartial Hearing

## Impartial Hearing

- Is a legal proceeding. 
- An Impartial Hearing Officer (IHO) in charge.
- Written decision based on:
  - Witnesses
  - Documents
- Can appeal decision



# Language Access Rights

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- Parents have the right to get documents translated, including report cards and IEPs
- Parents also have the right to interpretation services at school meetings and events
- DOE Languages: Spanish, French, Arabic, Chinese, Bengali, Urdu, Russian, Korean, and Haitian-Creole



**Problems with translation or interpretation?**

**Email [Hello@schools.nyc.gov](mailto:Hello@schools.nyc.gov) or**

**Call DOE complaint line: (718) 935-2013**



# Please take our poll!





Advocates for Children of New York  
Protecting every child's right to learn

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Call us with questions!



**Helpline: 866-427-6033 (toll free)**  
**Monday-Thursday, 10am-4pm**

[info@advocatesforchildren.org](mailto:info@advocatesforchildren.org)