

Short Guide to the Educational Rights of Children and Youth in Temporary Housing in New York City

New York State Technical and Education Assistance Center for Homeless Students (NYS-TEACHS)

at

Advocates for Children of New York, Inc.

151 West 30th Street, 5th Floor

New York, NY 10001

Toll-free number: (800) 388-2014

Website: www.nysteachs.org



NYS-TEACHS provides information, referrals, and trainings to schools, school districts, social service providers, parents, and others about the educational rights of children and youth experiencing homelessness. NYS-TEACHS is funded by the New York State Education Department and is housed at Advocates for Children of New York.



A Publication of
**New York State Technical and Education Assistance Center
for Homeless Students (NYS-TEACHS)**

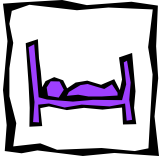
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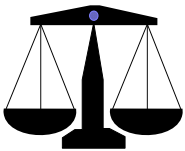
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If you have any questions about this Guide, please contact NYS-TEACHS at (800) 388-2014. This guide does not provide legal advice and should not be used as a substitute for seeking professional legal advice. It is a summary of policies and laws.



If you are living in one of the following situations:

- o Shelter;
- o Hotel or motel;
- o Emergency or transitional housing;
- o Sharing housing with someone because you lost your housing or because of economic hardship;
- o Awaiting foster care placement; or
- o In a car, park, or abandoned building, or on the street.



Your children have important rights under the McKinney-Vento Act, a federal law. They have the right to:

- Go to school, no matter where they live or how long they have lived there;
- Choose between the local school where they are currently living, the school they attended before they lost their housing, or the school where they were last enrolled;
- Enroll and participate in school without providing proof of residency, immunizations, school records, or other documents normally needed for enrollment;
- Enroll and attend class in the school of their choice even while the parent and the school resolve disagreements about enrollment;
- Receive transportation to and from school and school programs; and
- Receive the same special programs and services, if needed, as those offered to other students who are eligible to receive them.



Free Voicemail

Coalition for the Homeless offers free voicemail if you are homeless and phoneless. For more information, call (212) 776-2000.

Housing



New York City Housing Authority (NYCHA) will still accept applications for public housing and Section 8 for families, even if they are living in a shelter, although there are very long waitlists. For more information, contact the NYCHA office in your borough. Offices are closed to the public on Wednesdays.

Bronx: 1 Fordham Plaza, 5th fl., 10458, (718) 329-7859

Brooklyn: 350 Livingston St., 2nd fl., 11217, (718) 250-5900

Manhattan: 55 West 125th St., 7th fl. 10027, (212) 828-7100

Queens: 120-34 Queens Blvd., 2nd fl., Kew Gardens 11415, (718) 286-7500

Staten Island: 120 Stuyvesant Place, 2nd fl., 10301, (718) 448-7326

Administration for Children’s Services (ACS) Housing Subsidy is available to families who have an ACS case or who are working with a preventive services agency. The subsidy is up to \$300 per month for rental assistance for 3 years (or no more than \$10,000 over 3 years). To get an application, call the ACS Info Line (212) 442-4723 or go to 150 Williams St., 1st Fl.

Real Estate Brokers: For a list of real estate brokers, please visit: <http://www.informationforfamilies.org> and click on Apartment Hunting.

Rental Assistance Program (RAP) is available to people who are homeless and working. The program offers \$300 per month for 2 years to help pay the rent after permanent housing has been found. For more information, contact Jim Radford at Coalition for the Homeless (212) 776-2140.

OTHER RESOURCES FOR FAMILIES AND YOUTH IN TEMPORARY HOUSING

Below are resources for issues not related to education



Advocacy for Families and Youth

- Coalition for the Homeless, (212) 776-2000
- The Door, (212) 941-9090 (for youth)
- The Streetwork Project, (212) 695-2220 (for youth)

Benefits Advocacy (Welfare, Medicaid, Food Stamps)

- Coalition for the Homeless: (212) 776-2000
- The Door, (212) 941-9090 (for youth only)
- Legal Aid Society: (212) 577-3300
- Legal Services of New York: (646) 442-3600
- New York Legal Assistance Group: (212) 750-0800
- Urban Justice Center: (646) 606-5600

Counseling

- For a list of mental health providers, call (800) Lifenet (800) 543-3638
- **Medicaid Exemption.** Individuals living in shelters can receive straight Medicaid so they can get treatment at any hospital or clinic that accepts Medicaid. To get straight Medicaid, fill out an Exemption Form and send it in with a residency letter from the shelter. To get an **Exemption Form** call **(800) 505-5678**.



Free Furniture

Department of Homeless Services (DHS)' Rehousing Office will give families a furniture allowance through public assistance. To contact Rehousing call **(212) 361-6617, 6618, 6635, 6636, 6639, 6640**.

Furnish-a-Future (718) 875-5353 offers free used furniture and will deliver it for free. Families must have a referral from DHS.



FACTS about SCHOOL SELECTION

Children and youth in homeless situations have the right to attend:

- The **zoned school** where they are currently living OR
- The school they attended **before they lost their housing** OR
- The school where they were **last enrolled**.

QUESTIONS and ANSWERS about SCHOOL SELECTION

Can my 19-year old child **return to high school** even though he dropped out over a year ago?

YES. *Students have the right to go to school until they receive their **high school diploma** or until the end of the school year after they turn **21 years old**. The Department of Education has new high schools especially for older students who don't have many credits or who have been out of school for some time. For more information visit the **Office of Student Enrollment (OSE)**.*

EDUCATIONAL RESOURCES

Do I have to transfer my children to a new school if my family is temporarily living in a **different borough**?

***NO.** All parents in temporary housing can choose to keep their children in the school they were attending, even if it's in another borough (see pages 6-9 for information on transportation). They can also choose to transfer their children to the local school where they are temporarily living. Although the commute to the old school may be difficult, it is often very hard on children and youth to transfer to a new school.*

What can I do to help my children if they have to travel a **far distance to school**?

*For families living in shelters, parents can **request a shelter transfer**. Families who have been placed in a shelter outside of the school district of origin may be able to transfer to a closer shelter depending on whether there are beds available. To find out more about shelter transfers, contact NYS-TEACHS at (800) 388-2014.*

If my family is living in a **domestic violence** shelter can I keep my children in the same school?

***YES, but** often it is best to transfer your children because of safety concerns and confidentiality. In all cases, parents should make sure that the school has a copy of the order of protection if there is one, that the address is blocked on the school computer system, and that school staff know not to give any information about the children to the batterer.*



For other services, such as afterschool programs, alternative high schools, GED programs, English classes, and college scholarships, see:

Afterschool Programs:

- Family Guide to After School Programs: www.pasesetter.com/#asp_directory
- The After School Corporation: http://staging.tascorp.org/policy_resources/site_maps/nyc_school_districts

Alternative High Schools and GED Programs:

- Alternative Schools: www.nycenet.edu/NR/rdonlyres/DCD17C39-B1FB-4820-8391-F9C318F4A6C9/6350/AlternativeSchoolDirectory.pdf
- Manhattan Comprehensive Night and Day School, (212) 353-2010
- Brooklyn Comprehensive Night Program: (718) 434-5043
- Literacy Assistance Center, (212) 803-3300, www.lacnyc.org/hotline/nycalidirectory.htm (list of GED Programs for youth and adults)

English Classes: www.nypl.org/classes/esol.html

College Scholarship Information:

- **LeTendre Education Fund** provides college scholarship for students who are or have been homeless: www.naehcy.org/about_letendre.html
- **Education and Training Voucher Program** provides up to \$5000 a year for foster youth and former foster youth to go to college: www.statevoucher.org/ny.php

EDUCATION ADVOCACY SERVICES



To contact an education expert about a school-related problem, call:

- Advocates for Children: (866) 427-6033. Hotline hours are Monday-Thursday from 10:00a.m.-4p.m.
- AHRC (212) 780-2534
- Bronx Parent Resource Center (718) 329-3854
- Legal Services for Children (212) 683-7999
- Legal Services for New York - Bronx (718) 928-3700
- Legal Services for New York - Brooklyn (718) 852-8888
- New York Lawyers for the Public Interest (212) 244-4664
- Parent to Parent of New York (718) 494-4872
- Partnership for the Homeless (718) 875-0027 (for children and youth in Districts 19, 23, and 27)
- Queens Legal Services (718) 392-5646
- Resources for Children with Special Needs (212) 677-4650
- South Brooklyn Legal Services (718) 237-5548 (for children and youth in all five boroughs)
- Sinergia (212) 496-1300
- United We Stand (718) 302-4315



FACTS about ENROLLMENT

Students who are in temporary housing should be **immediately enrolled** in school, **even if they do not have:**

- school records,
- medical records (**including immunization records**),
- **proof of residency** (including residency letters from shelters),
- guardianship papers,
- **birth certificate**, or
- other documents normally required for enrollment.

QUESTIONS and ANSWERS about ENROLLMENT

How long should it take to enroll my children in school?

*The same day you take your children to the new school or the Enrollment Center. Children and youth in temporary housing have the right to **immediate** enrollment in school, which means being able to **attend classes and participate fully** in school. This is also true for students who receive special education services.*

Is it my responsibility to get my children's **old school records** and give them to the new school?

***NO.** It is the new school's responsibility to get the school records, not the parent's or youth's. However, if you have your children's records, you should bring them with you when you go to enroll. If the student was previously enrolled in a NYC public school, the school records (including the type of special education placement) should be available through ATS, the Department of Education's computer system. All schools have access to ATS.*

Can my child be turned away from school if I don't have her immunization records?

***NO.** Students can't be turned away if they don't have their immunization records. If the student was previously enrolled in a NYC public school, the immunization records should be available through ATS, the Department of Education's computer system. All schools have access to ATS.*

CSE # 5 (Districts 19, 23, 32)

1665 St. Marks Ave, Brooklyn, NY 11233; (718) 240-3500
CSE Chairperson: Ivy Linder, (718) 922-4940
CPSE Administrators: (718) 922-4794, (718) 240-3515/
3517/3516/3518

CSE # 6 (Districts 17, 18, 22)

5619 Flatlands Avenue, Brooklyn, NY 11234; (718) 968-6200
1780 Ocean Avenue, Brooklyn, NY 11210; (718) 758-7600
CSE Chairperson: Arlene Rosenstock, (718) 758-7676
CPSE Administrators: D17 (718) 968-6274/6273/6272/6275; D18
(718) 968-6257; D22 (718) 968-6278/6277/6260/6276

CSE # 7 (Districts 20, 21, 31)

D20: 415 89th Street, 3rd Fl, Brooklyn, NY 11209; (718) 759-4965
D21: 415 89th Street, 3rd Fl, Brooklyn, NY 11209; (718) 759-4966
D31: 715 Ocean Terr, Bldg A, Staten Island, NY 10301; (718) 420-5700
CSE Chairperson: Claire Donnellan, (718) 420-5754
CPSE Administrators: D20 (718) 759-4825/4865/4990;
D21 (718) 759-4898/4802/4831/4990; D31 (718) 420-5791/5796/
5795/5794/5793

CSE # 8 (Districts 13, 14, 15, 16)

131 Livingston St, Rm 309, Brooklyn, NY 11201; (718) 935-4900
CSE Chairperson: Deborah Cuffey Jackson; (718) 935-4322
CPSE Administrators: D13 (718) 935-3973; D14 (718) 935-
3946/3947; D15 (718) 935-3948/3460; D16 (718) 935-3975

CSE # 9 (Districts 1, 2, 4, 7)

333 7th Avenue, 4th Fl, New York, NY, 10001; (917) 339-1600
CSE Chairperson: Gerard Donegan, (917) 339-1575
CPSE Administrators: (917) 339-1648/1646/ 1642

CSE # 10 (Districts 3, 5, 6, & Rikers Island)

388 West 125th Street, New York, NY 10027; (212) 342-8300
CSE Chairperson: Marilyn Sprecher, (212) 342-8338
CPSE Administrators: D3 (212) 342-8336/8337; D5 (212) 342-8334;
D6 (212) 342-8335/8333

SPECIAL EDUCATION CONTACTS

For help with services for children and youth with special needs, including special education services, contact:



- **Early Intervention: (800) 577-BABY (2229)**
(children 0-3 years old)



- **Committee on PreSchool Special Education (CPSE)**
(children 3-5 years old)
- **Committee on Special Education (CSE)**
(children 5-21 years old)

**Committee on Special Education (CSE) and
Committee on Preschool Special Education (CPSE)**
Contact Information for each Integrated Service Center (ISC)

CSE # 1 (Districts 7, 9, 10)

1 Fordham Plaza, Bronx, NY 10458; (718) 329-8000
CSE Chairperson: Rosetta Brown-Lee, (718) 329-8091
CPSE Administrators: D 9,10 (718) 329-8092/8104/8066/8102/
8067/8069/8068/8103; D7 (718) 329-8106

CSE # 2 (Districts 8, 11, 12)

3450 East Tremont Ave, 2nd Fl., Bronx, NY 10465; (718) 794-7420
CSE Chairperson: Michelle Beatty, (718) 794-7428
CPSE Administrators: D8 (718) 828-5344/5250/5351; D11 (718)
828-4757/(718) 794-7445; D12 (718) 828-5021/5093/5094

CSE # 3 (Districts 25, 26, 28, 29)

D 25, 26: 30-48 Linden Place, Flushing, NY 11354; (718) 281-3520
D 28, 29: 90-27 Sutphin Blvd., Jamaica, NY 11435; (718) 557-2500
CSE Chairperson: Suzan Arce, (718) 281-3460
CPSE Administrators: D25 (718) 281-3447/3446; D26 (718) 281-
7556; D28 (718) 557-2679/2671/2556; D29 (718) 557-2818

CSE # 4 (Districts 24, 27, 30)

28-11 Queens Plaza N, 5th Fl, LI City, NY 11101; (718) 391-8457
CSE Chairperson: Esther Morell, (718) 391-8410
CPSE Administrators: D24 (718) 391-6729/6175/6302; D27 (718)
642-5719/5718/5714; D30 (718) 391-8338/6167/6251



FACTS about TRANSPORTATION and BUSING

If you have children in **grades K-6**, they may be eligible for **yellow bus service** through the Department of Education if there is an available route.

QUESTIONS and ANSWERS about TRANSPORTATION and BUSING

How do I **request busing** for my children?

Contact the Department of Education worker at the shelter or the Borough Content Expert of the Students in Temporary Housing Program . See Important Contact Information on pages 16-17.

How do I **check on a busing request**?

*Contact the **Office of Pupil Transportation** (718) 392-8855.*

*If OPT hasn't gotten the request and it is for a **special education** student, contact the placement officer at the **Committee on Special Education.***

What do I do if the Office of Pupil Transportation has the **wrong address** for my child?

Contact the school and ask that they enter the correct address into ATS, the Department of Education's computer system. The Office of Pupil Transportation can't process a request for busing without the right address.

Can my children get busing if they are living outside the district?

***YES.** Children in temporary housing in grades K-6, including those in shelters and those temporarily living with family or friends, can get busing if there is an available bus route. This is true even if they are living in a different borough.*

If my family is living in a **domestic violence shelter**, can my children get busing?

***YES.** The shelter caseworker should tell the parent where it is safe for the children to be picked up (either at an address or a corner). This information, but not the address of the shelter, should be given to the Office of Pupil Transportation.*

If my family is **temporarily living with friends**, can my children get busing?

***YES.** Contact the Students in Temporary Housing Borough Content Expert for help. See pages 16-17 for contact information.*

District 79 (Bronx Referral Center)

Eva Ruiz, eruiz3@schools.nyc.gov
Bronx Regional HS
101 Rev. Polite Avenue, Bronx, NY 10459
(718) 842-9200

District 79 (Manhattan Referral Center)

Michele Mohammed, mmohamm@schools.nyc.gov
Richard Bonk, rbonk@schools.nyc.gov
Lovena Eliot, lscotchman@schools.nyc.gov
Alternative Learning Complex
269 West 35th Street, New York, NY 10018
(212) 244-1274

District 79 (Brooklyn Referral Center)

Makia Washington, mashington7@schools.nyc.gov
Rita Edwards, redward@schools.nyc.gov
Marcy Avenue Complex
832 Marcy Avenue, Brooklyn, NY 11216
(718) 636-5770

District 79 (Queens Referral Center)

Jean Rhuma, jrhum@schools.nyc.gov
Marge Silverstein, msilver6@schools.nyc.gov
Jamaica Learning Center
162-02 Hillside Ave., Jamaica, NY 11432
(718) 739-2100

District 79 (Staten Island Referral Center)

Gina Debe Franco, gdebefranco@schools.nyc.gov
St. George
450 St. Marks Place, Staten Island, NY 10301
(718) 273-3225

Students in Temporary Housing Content Experts

Bronx

(Districts 7, 8, 9, 10, 11, 12)

Regina Ross, (718) 741-8595, rross3@schools.nyc.gov
Stephanie Dyer, (718) 741-7783, sdyer@schools.nyc.gov
1 Fordham Plaza, 8th Floor, Bronx, NY 10458

Manhattan

(Districts 1, 2, 3, 4, 5, 6)

Cecilio (Bo) Diaz, (917) 399-1698, cdiaz@schools.nyc.gov
Iris Gersten, (917) 339-1718, igersten@schools.nyc.gov
333 7th Avenue, 12th Floor, NY, NY 10001

Brooklyn

(Districts 13, 14, 15, 16, 19, 23, 32)

Jean Regnier, (718) 935-3296, jregnier@schools.nyc.gov
Wayne Harris, (718) 812-5927, wharris22@schools.nyc.gov
131 Livingston Street, Brooklyn, NY 11201

Staten Island

(Districts 17, 18, 20, 21, 22, 31)

Charlene Mitchell, (718) 390-1530, cmitchell4@schools.nyc.gov
715 Ocean Terrace, Staten Island, NY 10301

Queens

(Districts 24, 25, 26, 27, 28, 29, 30)

Asantawa James, (718) 391-6834, ajames14@schools.nyc.gov
Winnie Tjioe, (718) 391-6832, wtjioe@schools.nyc.gov
28-11 Queens Plaza North, Long Island City, NY 11101

District 75

(citywide special education programs)

Paul Cooper, (212) 802-1565, pcooper2@schools.nyc.gov
Michele Marcel, (212) 802-1579, mmarcel@schools.nyc.gov
400 First Avenue, Room 113, New York, NY 10010

Can I get busing for my children **after we move into permanent housing?**

***SOMETIMES.** Children may be able to get busing through the end of the school year when the family moves into **permanent housing** depending on whether there is an available route. For more information contact NYS-TEACHS at (800) 388-2014.*



FACTS about METROCARDS for STUDENTS & PARENTS

- Students in grades K-12 not getting busing should get a **full-fare MetroCard** from the school.
- Students **waiting to get a transportation pass** should receive **MetroCards** from the Students in Temporary Housing Program. See page 16-17 for contact information.
- Parents who must go with their children on public transportation (subway or bus) should get a **14-day MetroCard every 2 weeks** or **\$8 in MetroCards every day** from the Department of Education worker at the shelter or the Students in Temporary Housing Program. See pages 16-17 for contact information.
- Parents should also get MetroCards to attend school meetings, parent-teacher conferences, and special education appointments.

QUESTIONS and ANSWERS about METROCARDS

Is there a **time limit** for how long I can receive MetroCards to accompany my children to school?

***NO.** While the family is homeless there is no time limit for how long parents may receive MetroCards to go with their children to school.*

How can I get MetroCards if I leave the shelter before the Department of Education worker arrives?

Ask the Department of Education worker for MetroCards in the afternoon the day before.

Can I still get MetroCards for school if my family is homeless but not living in a shelter?

***YES.** Contact the Students in Temporary Housing Borough Content Expert for help. See pages 16-17 for contact information.*

Can I still get a MetroCard to take my children to school if I am in a workfare program or WEP?

***DEPENDS.** If you are getting an unlimited MetroCard from your workfare or WEP assignment, you shouldn't need another one to take your children to school. But if you aren't getting MetroCards from WEP, you can get one from the Students in Temporary Housing Program.*

IMPORTANT CONTACT INFORMATION AND RESOURCES



If you are in temporary housing and need help or have a question about a school-related issue, contact:

NYS Technical Education and Assistance Center for Homeless Students (NYS-TEACHS)
Toll free: (800) 388-2014

**New York State Education Department
Education of Homeless Children and Youth Program**
Shelia Evans-Tranumn, State Coordinator
(718) 722-2796
email: stranumn@mail.nysed.gov
Patricia McGuirk, Program Manager
(518) 473-0295
email: pmcguirk@mail.nysed.gov

**New York City Department of Education
Office of Pupil Transportation**
(718) 392-8855

**New York City Department of Education
Students in Temporary Housing (STH) Program**
Office of School and Youth Development
52 Chambers Street, Room 218, NY, NY 10007

Susana Vilardell, Senior Program Manager
Phone: (212) 374-2530
Email: svilardell@schools.nyc.gov

Nicole Fenice, Program Coordinator
Phone: (212) 374-0860
Email: nfenice@schools.nyc.gov



Responsibilities of the Department of Education's Students in Temporary Housing Program

- Reach out to children and youth in all different kinds of homeless situations;
- Make sure students are enrolled in school immediately, even if they do not have the papers they would normally need;
- Help families and youth get immunizations, immunization records or other medical records if a student needs them;
- Tell parents and youth about all transportation services and help set up transportation;
- Tell parents and guardians about all the programs and services the school has for their children;
- Make sure parents and guardians can take part in their children's education;
- Settle disagreements between schools and families or youth quickly;
- Make sure pre-schoolers who are homeless can enroll in Head Start, Even Start or other pre-school programs;
- Put up notices about the educational rights of students in homeless situations;
- Refer students to any medical, dental, mental health or other services they need;
- Coordinate with social services and housing agencies to ensure access to education; and
- Make sure students have a full and equal chance to do well in school.



FACTS about PRE-K & HEAD START

- Children who are homeless should be placed in pre-k if the parent wants. Parents should send their children to pre-k because it can be very helpful to them. Children who attend pre-k programs do better in reading and math, are more likely to graduate from high school, and are less likely to repeat a grade
- Children who are homeless should be given priority for admission to Head Start. Contact the Students in Temporary Housing Program for help enrolling your child in Head Start. See pages 16-17 for contact information.

A QUESTION and ANSWER about HEAD START & PRE-K

Can my child still attend pre-k even if there isn't any room at the local pre-k program?

YES. *The Department of Education Students in Temporary Housing worker at the shelter or the Students in Temporary Housing Borough Content Expert should find a seat at another school in the district. If there aren't any available seats in the district, the Students in Temporary Housing shelter worker or Borough Content Expert should find a seat in another district.*



FACTS about UNACCOMPANIED YOUTH

- Youth who are homeless and who are not living with their parents or legal guardians (known as unaccompanied youth) can and should go to school.

QUESTIONS and ANSWERS about UNACCOMPANIED YOUTH

Do I need a parent to enroll in school?

NO. *Unaccompanied homeless youth do not need their parents to enroll in school.*

Can I go back to high school even though I'm 20 and was discharged from school 2 years ago?

YES. *All youth who have not received a high school diploma have the right to attend school through the school year when they turn 21, even if they have dropped out or were discharged from school. There are several schools just for older students who may not have a lot of credits. Contact the Students in Temporary Housing Borough Content Expert for help.*

QUESTIONS and ANSWERS about APPEALS

How long should it take to get a written decision?

The same day the problem happened. *The Department of Education should work quickly to resolve any problem. If you are not happy with the result, the Director of Student Enrollment should give you a written decision as soon as possible.*

Can I still appeal even if the school did not give me a written decision?

YES. *Contact the Students in Temporary Housing Borough Content Expert for help.*

Who can help me with an appeal?

The Students in Temporary Housing Borough Content Expert must help you under federal law. *See pages 16-17 for the coordinators' contact information or call NYS-TEACHS if you have any questions (800)388-2014.*

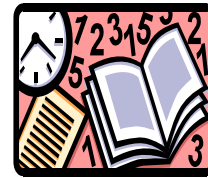
Where can I find a copy of the form to appeal a school's decision?

*The appeal form can be downloaded from:
<http://www.counsel.nysed.gov/appeals/petition.htm> or you can ask the Students in Temporary Housing Content Expert for a copy of the form. See pages 16-17 for contact information.*



FACTS about APPEALS

- If there is a problem at school with a student who is homeless (for example if a school refuses to admit a student or provide transportation), parents and unaccompanied youth have the right to appeal the school's decision.
- If there is a problem about enrollment, the student must be **immediately admitted** to the school of choice while the problem is being resolved.
- For **elementary and middle school students**, parents should contact the Department of Education worker at the shelter or the Borough Content Expert for Students in Temporary Housing. See pages 16-17 for contact information. If the Borough Content Expert for Students in Temporary Housing can't fix the problem for the parent, the parent will get a **written explanation** of the decision including information about the right to appeal the decision.
- For **high school students**, parents and unaccompanied youth should contact the Office of Student Enrollment (call 311 for the telephone number). If the Office of Student Enrollment can't fix the problem for the parent or unaccompanied youth, the Director of Student Enrollment will give the parent or unaccompanied youth a **written explanation** of the decision including information about the right to appeal the decision.
- To appeal the decision, parents and unaccompanied youth can file a complaint with the Commissioner of the State Education Department.



FACTS about SPECIAL EDUCATION

- Under federal law, students with disabilities who have current IEPs and transfer to a school in a new district should be placed immediately in school and should receive special education services like those they received at their old school.
- Under Chancellor's Regulations, the Committee on Special Education must find a **new placement in 3 days** for students in homeless situations who decide to transfer to a new school.
- Transportation to the new school must be arranged in **5 days**.

QUESTIONS and ANSWERS about SPECIAL EDUCATION

Can I have my child evaluated for special education services even though I may be moving soon?

***YES.** Schools must evaluate students for special education services if the parent makes a request even if student may be transferring schools soon.*

How long should it take for special education services to begin once I request an evaluation?

No more than 60 school days. Evaluations, IEP meeting, and placement must be completed within 60 school days from the day the parent consents for evaluation.

How do I request an evaluation for my child?

*If you have a child 0-3 years old who you think may be slow to sit-up, crawl, walk, talk, or have another developmental delay, you can contact the **Early Intervention Program at (800) 577-BABY (2229)** to request an evaluation.*

*To request an evaluation for children between 2 years, 9 months and 4 years, 9 months, write to the **Committee on Preschool Special Education** at the local Committee on Special Education. See pages 16-17 for contact information.*

*To request an evaluation for special education services for children and youth between 5-21 years-old, write to the **School-Based Support Team** where the student is enrolled and the local **Committee on Special Education**. See pages 18-19 for contact information.*

If my child already has an IEP and transfers to a new school district, does he have to wait for the Committee on Special Education to have a meeting before he can start attending school and receiving special education services?

***NO.** If your child has a current IEP, he should be able to be placed immediately in school and should receive services comparable to those on his IEP. The Commit-*

tee on Special Education can write a new IEP, but your child does not have to wait to receive services while this happens.

Who can I contact if I have a question or problem about my child's special education placement?

*If you have a question about or a problem with your child's **special education placement**, you can call the Committee on Special Education, NYS-TEACHS, or one of the other education advocacy services listed on page 20.*