**New York State Education Department**

**Request for Prekindergarten Class Size Variance**

Section 3602-e of Education Law and 8 NYCRR §151-1.5(b)(7)(ii) allows for a variance to class size based upon the unique characteristics of the program at the Universal Prekindergarten site or to promote inclusion of preschool children with disabilities or children who are homeless.

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| **District Name:** | **District Contact:** |
| **Address:****City: Zip Code:** | **Title:** |
| **Telephone:** |
| **Fax:** |
| **Email:** |
| **Number of Pre-K students currently in the classroom: \_\_\_\_\_\_**(If fewer than 20, a variance is not required.) | **Reason for the Variance Request:****** Unique characteristics of the site (complete the Required Documentation section below) To accommodate a preschool child with a disability. Child’s name and DOB: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To accommodate a child living in temporary housing. Child’s name and DOB:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**NOTE: If the Variance Request is related to the “Unique characteristics of the site,” you must complete the Required Documentation section below. The Required Documentation section is not required if the Variance Request is related to accommodating a child with a disability or a child living in temporary housing.** |
| **Number of teachers in the Pre-K classroom: \_\_\_\_\_\_\_****Number of paraprofessionals in the Pre-K classroom: \_\_\_\_\_\_\_**(There must be at least one teacher and two paraprofessionals for classes of up to 18 students; for classes of 19 or 20 students, there must be one teacher and two paraprofessionals assigned) |
| **Where is the classroom for which the variance is requested located?****School/Community-Based Organization (CBO) Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**School/CBO Address:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_ |
| **Required Documentation Related to Unique Characteristics of the Site – Attach additional pages as needed.**Describe how the district will ensure that all program requirements are met, including any modifications or accommodations to current programming that may be needed to meet the needs of all children in the classroom. Please include any special considerations you would like to bring to the attention of the State Education Department. Programs requesting a variance based on the unique characteristics of the prekindergarten site must provide a description of what makes the site unique.  |