

*****WHO DOES WHAT FOR A CHILD WITH SPECIAL NEEDS
IN THE NYC DEPARTMENT OF EDUCATION?*****

Who Can Answer My Basic Questions and Provide Information?

1. **School:** Speak to your child's teacher, the school's parent coordinator, or principal.
2. **Community School District:** Speak with the District Family Advocate at each district, including District 75.
3. **Office of Special Education School Improvement (OSES):** If you are having trouble getting an answer, call the NYC 311 number and ask to speak with the Department of Education's Special Education Call Center.

**Who Does Evaluations And
Conducts IEP Meetings?**

1. School: If student is at a public school.
2. Committee on Special Education (CSE): If student is out of school, or at a private or charter school.

**Who Has a Copy of My Child's
Special Education Files?**

Files will be maintained in the records rooms of each of the ten regional Committees on Special Education, although copies should also be available at the student's current school.

Who Decides Where My Child Will Go To School (Placement)?

1. If s/he needs related services only and/or Special Education Teacher Support Services (SETSS) the placement process is just as it is for all students. All schools should be able to provide these services.
2. If s/he is in elementary or middle school and needs Collaborative Team Teaching (CTT) services or a self-contained classroom that cannot be provided at her current school, or if s/he needs a District 75 program at any grade level, then either the Office of Student Enrollment and Planning Operations (OSEPO) or your CSE (if your child's not currently in a public school) will handle the search for an appropriate seat.
3. If s/he is applying to high school, unless she's receiving District 75 services, s/he should participate in the same application process as all other 8th grade students. All students applying to high school should be urged to think carefully about their choices – taking into consideration interests, school size, travel distance, etc.
4. If his/her IEP recommends a Non-public school (NPS), day or residential, a case manager at the Central Based Support Team (CBST) will handle the placement with your input.

**Who Handles Transportation, Translation,
Assistive Technology Services,
Specialized Assessments, and
Related Service Authorizations (RSAs)?**

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The Integrated Service Centers (ISCs)
(Located in each borough)

For contact information and
further descriptions for the
offices listed, see
www.insideschools.org or
<http://schools.nyc.gov> or call 311

**Who Provides my School
With Support on
Curriculum & Instruction?**

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School Support Organizations (SSOs)
(Citywide)