



Dear Parent/Guardian:

New York City Public Schools is responsible for conducting evaluations, developing Individualized Education Services Plans (IESPs) and Services Plans (SPs), and providing special education services to students with disabilities who are parentally-placed in private or religious non-public schools located in New York City. **If you would like your child to receive special education services while enrolled in a New York City non-public school next school year, you must sign and mail or email this form to the [Committee on Special Education \(CSE\)](#) by June 1.**

If your child will attend a non-public school **outside** of New York City, please note the following:

- The school district where the school is located will be responsible for providing special education services, conducting individual evaluations and conducting IEP meetings.
- We must have your written consent in order to provide information (such as your child's IEP/IESP) to the school district where the non-public school is located so that they can arrange for the recommended special education services.
- You must request services from the district where the school is located by June 1st. The personnel and locations for the delivery of these services will be determined by that school district.
- If the non-public school where you placed your child is located in another state, your child might not be entitled to all of their IEP services. You will need to check with the school district where your child's non-public school is located for more information.

Sincerely,

Special Education Office
New York City Public Schools



Dear Parent/Guardian:

If you have placed your child in a non-public school located in New York City at your expense and want your child to continue receiving special education services at that school next school year, you must mail this form or email the information below to the Committee on Special Education (CSE) office indicated below **no later than June 1:**

I have placed my child in a New York City non-public school at my expense and want their special education services to continue to be provided next school year. I understand that you will provide information about my child to the non-public school in which my child is enrolled. If I do not reside in New York City, I give permission for you to provide information about my child to the school district where I reside.

Name of Student: _____

Date of Birth: _____

Student ID #: _____

Parent phone #: _____

Parent email: _____

Name of school my child attends: _____

Child's grade: _____

Address of school my child attends: _____

Name of school district where this school is located (if outside New York City):

Parent/Guardian Signature

Date

Print Name



Committees on Special Education (CSEs)

CSE 1 (Districts 7, 9, 10)
1 Fordham Plaza, 7th Floor
Bronx, NY 10458
CSE1@schools.nyc.gov

CSE 2 (Districts 8, 11, 12)
3450 East Tremont Ave., 2nd Floor
Bronx, NY 10465
CSE2@schools.nyc.gov

CSE 3 (Districts 25 & 26)
30-48 Linden Place
Flushing NY 11354
CSE3@schools.nyc.gov

CSE 3 (Districts 28 & 29)
90-27 Sutphin Blvd. Jamaica, NY 11435
CSE3@schools.nyc.gov

CSE 4 (Districts 24 & 30)
28-11 Queens Plaza North, 5th Floor
Long Island City, New York 11101
CSE4@schools.nyc.gov

CSE 4 (District 27)
82-01 Rockaway Blvd., 2nd Floor
Ozone Park, NY 11416
CSE4@schools.nyc.gov

CSE 5 (Districts 19, 23, 32)
1665 St. Marks Avenue
Brooklyn, NY 11233
CSE5@schools.nyc.gov

CSE 6 (Districts 17, 18, 22)
5619 Flatlands Avenue
Brooklyn, NY 11234
CSE6@schools.nyc.gov

CSE 7 (Districts 20 & 21)
415 89th Street
Brooklyn, NY 11209
CSE7@schools.nyc.gov

CSE 8 (Districts 13, 14, 15, 16)
131 Livingston Street, 4th Floor
Brooklyn, New York 11201
CSE8@schools.nyc.gov

CSE 9 (Districts 1, 2, 4)
333 Seventh Avenue, 4th Floor
New York, NY 10001
CSE9@schools.nyc.gov

CSE 10 (Districts 3, 5, 6)
388 West 125th Street
New York, NY 10027
CSE10@schools.nyc.gov

CSE 11 (District 31)
715 Ocean Terrace, Building A
Staten Island, New York 10301
CSE11@schools.nyc.gov