

# Family Guide for Parents & Guardians with Disabilities

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# Letter from the Chancellor

Dear Families:

As a lifelong educator, I know that parents are partners and your involvement is critical to your child's success in school. This guide is part of our work to ensure that you have the information you need to support your child's early learning.

First and foremost, we work hard to make our schools accessible and welcome spaces for all families; we want you to feel comfortable and empowered in our schools.

This guide describes accommodations for parents and guardians with disabilities as they navigate their child's school experience. It is my hope that this information will help you support your child's progress from pre-K to graduation.

In addition to this guide, I urge you to take advantage of all of the opportunities to engage with your child's school. Our programs can only improve with the support of parents and advocates like you. Your child's teacher and principal are always available to speak to you regarding any questions or concerns you

may have about your child's education. You are also welcome to participate in one or more of our parent organizations outlined later in this guide. These are excellent ways for you to share your thoughts and help us make our schools stronger.

I encourage you to learn more about other parent opportunities at your child's school and by visiting the DOE's Division of Family and Community Engagement website (<http://schools.nyc.gov/Offices/FACE/default.htm>). This Division manages parent council elections, offers workshops, and sponsors other events to help you become more involved in your child's school.

We look forward to partnering with you and I thank you for your continued commitment to your child's success.

Sincerely,  
Carmen Fariña  
Schools Chancellor

# Letter from the Commissioner of the Mayor's Office for People with Disabilities

Dear Families:

The Mayor's Office for People with Disabilities (MOPD) advocates for the rights of persons with disabilities in local, state and federal government as well as private businesses and organizations. Our goal and vision is to make New York City the most Accessible City in the World. We have written a report, AccessibleNYC (<http://www1.nyc.gov/site/mopd/initiatives/accessiblenyc.page>) "An Annual Report on the State of People with Disabilities Living in New York City," that addresses issues New Yorkers with disabilities face in the areas of transportation, employment, health, housing, and access to City services, including education.

The Department of Education (DOE) works to ensure that students with disabilities have the same high-quality education as their peers. This includes providing access to inclusive opportunities in classrooms, assistive technology, adaptive sports, and accessible school locations. MOPD works with DOE to provide accessibility throughout its services.

We are very proud that the DOE has put together this first ever Family Guide for Parents and Guardians with Disabilities. This guide will help those who seek accommodations and accessible materials, and will provide information on school accessibility, accessible travel options and opportunities for parent engagement.

I hope this guide is a valuable resource to you in planning your child's education.

Sincerely,  
Victor Calise  
Commissioner  
Mayor's Office for People with Disabilities

# Applying and Enrolling Your Child in School

In New York City, students enter school through an admissions process depending on their age:

- Kindergarten – children turning five years old (before December 31st of the school year)
- Gifted & Talented – children entering kindergarten through third grades
- Middle School – current 5th graders
- High School – current 8th graders

In addition, children who turn three years old by December 31st of the calendar year may enter a **3-K for All** (<http://schools.nyc.gov/3k>) program, and children who turn four years old by December 31st of the calendar year may enter a **Pre-K for All** (<http://schools.nyc.gov/prek>) program.

Students in kindergarten through eighth grade who move to New York City outside of the admissions processes outlined below can enroll in schools by visiting their zoned

school, if they have one, or visiting a Family Welcome Center (<http://schools.nyc.gov/welcomecenters>) to learn more about available options. All high school students can enroll by visiting a Family Welcome Center to discuss options. To determine a school zone, please visit School Search (<http://schools.nyc.gov/SchoolSearch>) or call 311.

Family Welcome Center locations and districts are listed below. Families can visit any Family Welcome Center, even if they do not live in that district. For questions about admissions or Family Welcome Centers, call 718-935-3500. All Family Welcome Centers are accessible.

Families can get updates about applying and enrolling by signing up for email newsletters (<http://schools.nyc.gov/Subscribe/default.htm>).

### **Bronx**

1 Fordham Plaza, 7th Floor  
Bronx, NY 10458  
Districts Served: 7, 9, 10

1230 Zerega Avenue, Room 24  
Bronx, NY 10462  
Districts Served: 8, 11, 12

## **Brooklyn**

415 89th Street, 5th Floor  
Brooklyn, NY 11209  
Districts Served: 20, 21

1665 St. Marks Avenue, Room 116  
Brooklyn, NY 11233  
Districts Served: 19, 23, 32

29 Fort Greene Place (BS12)  
Brooklyn, NY 11217  
Districts Served: 13, 14, 15, 16

1780 Ocean Avenue, 3rd Floor  
Brooklyn, NY 11230  
Districts Served: 17, 18, 22

## **Manhattan**

333 Seventh Avenue, 12th Floor; Room 1211  
New York, NY 10001  
Districts Served: 1, 2, 4

388 West 125th Street, 7th Floor; Room 713  
New York, NY 10027  
Districts Served: 3, 5, 6

## **Queens**

28-11 Queens Plaza North, 3rd Floor  
Long Island City, NY 11101  
Districts Served: 24, 30

30-48 Linden Place, 2nd Floor  
Flushing, NY 11354  
Districts Served: 25, 26

90-27 Sutphin Boulevard, 1st Floor  
Jamaica, NY 11435  
Districts Served: 27, 28, 29

## **Staten Island**

715 Ocean Terrace, Building A  
Staten Island, NY 10301  
District Served: 31

## **3-K for All Admissions**

[nyc.gov/3K](http://nyc.gov/3K)

Children are eligible to attend 3-K the calendar year they turn three, and can apply to 3-K programs in early spring of that year. Families can submit an application online (<http://schools.nyc.gov/applyonline>) in ten languages, over the phone by calling 311, or in person at a Family Welcome Center (<http://schools.nyc.gov/welcomecenters>).

All New York City families are eligible to participate, though those living in the district where the program is located will have priority. Starting in Fall 2017, 3-K for All is available in School Districts 7 and 23, and will expand to the following School Districts through 2020.

- Fall 2017: School Districts 7 (South Bronx) and 23 (Brownsville, East New York, Ocean Hill)
- Fall 2018: School Districts 4 (East Harlem) and 27 (Broad Channel, Howard Beach, Ozone Park, Rockaways)
- Fall 2019: School Districts 9 (Grand Concourse, Highbridge, Morrisania) and 31 (Staten Island)
- Fall 2020: School Districts 19 (East New York) and 29 (Cambria Heights, Hollis, Laurelton, Queens Village, Springfield Gardens, St. Albans)

The online application can be viewed with screen readers, personal computer settings, or assistive technology. Families who need a large print or braille paper application can email [ESenrollment@schools.nyc.gov](mailto:ESenrollment@schools.nyc.gov) or call 311 to have one mailed or made available for pickup upon request at a Family Welcome Center.

Families can review program options in the 3-K Finder (<http://maps.nyc.gov/3k>), by visiting a Family Welcome Center or calling 311. For more information about a 3-K program's level of accessibility, contact the program directly to learn more and schedule a visit. Families can also email [earlychildhood@schools.nyc.gov](mailto:earlychildhood@schools.nyc.gov) for more information.

## **Pre-K Admissions**

[nyc.gov/prek](http://nyc.gov/prek)

Children attend pre-K the calendar year they turn four, and can apply to pre-K programs in early spring of that year. Families can submit an application online (<http://schools.nyc.gov/applyonline>) in ten languages, over the phone by calling 311, or in person at a Family Welcome Center (<http://schools.nyc.gov/welcomecenters>).

The online application can be viewed with screen readers, personal computer settings, or assistive technology. Families who need a large print or braille paper application can email [ESenrollment@schools.nyc.gov](mailto:ESenrollment@schools.nyc.gov) or call 311 to have one mailed or made available for pickup upon request at a Family Welcome Center.

Families can review program options in the Pre-K Finder (<http://maps.nyc.gov/prek>), the Pre-K Directory (<http://schools.nyc.gov/prek>), by visiting a Family

Welcome Center or calling 311. The Pre-K Directory lists pre-K programs, along with additional information, including an indicator if the program is accessible.

For more information about a pre-K program's level of accessibility, contact the program directly to learn more and schedule a visit. Families can also email [earlychildhood@schools.nyc.gov](mailto:earlychildhood@schools.nyc.gov) for more information.

**Kindergarten and Elementary School Admissions**  
<http://schools.nyc.gov/ChoicesEnrollment/Elementary>

Children attend kindergarten the calendar year they turn five, and can apply to schools starting in the winter before they begin school. Families can submit an application online in ten languages, over the phone by calling 311, or in person at a Family Welcome Center (<http://schools.nyc.gov/welcomecenters>).

The online application can be viewed with screen readers, personal computer settings, or assistive technology. Families who need a large print or braille paper application can email [ESenrollment@schools.nyc.gov](mailto:ESenrollment@schools.nyc.gov) or call 311 to have one mailed or made available for pickup upon request at a Family Welcome Center.

Families can review school options in the Kindergarten Directory (<http://schools.nyc.gov/kindergarten>), which includes information on schools' partial or full accessibility, which may vary by building. Families can also visit a Family Welcome Center or call 311. For more information on school accessibility, see the "School Building Accessibility and Accommodations Chapter" of this guide or visit the Accessibility website (<http://schools.nyc.gov/offices/osp/accessibility>).

For more information about a school's level of accessibility, contact the school directly to learn more and schedule a tour. Families can also email [accessibility@schools.nyc.gov](mailto:accessibility@schools.nyc.gov) for more information and to submit reasonable accommodation requests.

### **Gifted & Talented Admissions**

<http://schools.nyc.gov/ChoicesEnrollment/GiftedandTalented>

Children entering kindergarten, first, second, or third grade the following school year can register to take the Gifted & Talented (G&T) test to determine eligibility to apply to programs. During October through November each year, families of children entering these grades can submit a Request for Testing (RFT). The RFT allows families to indicate any needed accommodations.

In January, the child takes the test. In early spring, families receive a score report. The score report indicates whether the child is eligible to apply to G&T programs. If eligible, the family will also receive an application, which they fill out and submit. Families receive their decision letter later in the spring.

Both the online RFT and application can be viewed with screen readers, personal computer settings, or assistive technology. Families who need a large print or braille paper application can email [ESenrollment@schools.nyc.gov](mailto:ESenrollment@schools.nyc.gov) or call 311 to have one mailed or made available for pickup upon request at a Family Welcome Center.

Families can review G&T program options in the Gifted & Talented Handbook (<http://schools.nyc.gov/G&T>) for their child's year of birth; the list of program options indicates which schools are partially or fully accessible. For more information on school accessibility, see the "School Building Accessibility and Accommodations Chapter" of this guide or visit the Accessibility website (<http://schools.nyc.gov/offices/osp/accessibility>).

For more information about a school's level of accessibility, reach out to the school directly to learn more and schedule a tour. Families can also email

[accessibility@schools.nyc.gov](mailto:accessibility@schools.nyc.gov) for more information and to submit reasonable accommodation requests.

## **Middle School Admissions**

<http://schools.nyc.gov/ChoicesEnrollment/Middle/>

Students are eligible to apply to middle schools the school year they are in fifth grade. Students are able to apply to schools within the district where they live; if they attend elementary school in a different district, then they are eligible to apply to middle schools in that district as well. Additionally, there are borough-wide and citywide options to which fifth graders can apply. School options for each district are listed in the Middle School Directories (<http://schools.nyc.gov/middle>), and indicate which schools are accessible. Families can also visit a Family Welcome Center or call 311.

Families receive from and submit their middle school application (<http://schools.nyc.gov/middle>) to their elementary school guidance counselor by early December in their fifth grade year. The application is posted online and can be viewed with screen readers, personal computer settings, or assistive technology. Families who need a large print or braille paper application can email [MSenrollment@schools.nyc.gov](mailto:MSenrollment@schools.nyc.gov) or call 311 to have one mailed or made available for pickup upon request at a Family Welcome Center.

For more information about a school's level of accessibility, contact the school directly to learn more and schedule a tour. Families can also email [accessibility@schools.nyc.gov](mailto:accessibility@schools.nyc.gov) for more information and to submit reasonable accommodation requests.

## **High School Admissions**

<http://schools.nyc.gov/high>

Students are eligible to apply to high schools the school year they are in eighth grade. Students are able to apply to schools citywide, and should review the High School Directory (<http://schools.nyc.gov/high>), which indicates schools' accessibility. Families can also visit the School Finder (<http://schoolfinder.nyc.gov/>), visit a Family Welcome Center or call 311.

Families receive from and submit their high school application to their middle school counselors by early December in their eighth grade year. The high school application is posted online and can be viewed with screen readers, personal computer settings, or assistive technology. Families who need a large print or braille paper application can email [HSenrollment@schools.nyc.gov](mailto:HSenrollment@schools.nyc.gov) or call 311 to have one mailed or made available for pickup upon request at a Family Welcome Center.

For more information about a school's level of accessibility, reach out to the school directly to learn more and schedule a tour. Families can also email [accessibility@schools.nyc.gov](mailto:accessibility@schools.nyc.gov) for more information and to submit reasonable accommodation requests.

## **Specialized High School Admissions**

[www.schools.nyc.gov/shsat](http://www.schools.nyc.gov/shsat)

Students are eligible to register for the Specialized High School Admissions Test (SHSAT) in the fall of their eighth grade year. Students who take the test and receive an eligible score are considered for an offer to one of the eight specialized testing schools, subject to seat availability. Students can have their test score considered for one or all of the eight testing schools. Fiorello H. LaGuardia High School is the only Specialized High School where admission is determined by an audition and an academic review. Students can audition for up to six studios at LaGuardia High School.

Families whose student is interested in registering for the SHSAT can also indicate any accommodation or accessibility needs when submitting their registration to their counselor. The SHSAT is available in braille upon request through the registration.

## **Services and Accommodations for Students with Disabilities**

If a child over the age of three has been identified as having a disability, the DOE will provide special education supports and services specially designed to meet their individual needs, at no cost to the family. For more information about the special education process and families' roles and rights, visit the special education webpage (<http://schools.nyc.gov/Academics/SpecialEducation/FamilyResources/GuidesDocuments/default.htm>), email [specialeducation@schools.nyc.gov](mailto:specialeducation@schools.nyc.gov) or call 311. For additional information on the transition to kindergarten, please view Kindergarten: An Orientation Guide for Families of Students with Disabilities Entering Kindergarten in Fall 2018 (<http://schools.nyc.gov/Academics/SpecialEducation/FamilyResources/GuidesDocuments/default.htm>).

## **Early Intervention**

The Early Intervention program serves children from birth to age three who have disabilities or delays in development. Early Intervention is run by the New York City Department of Health and Mental Hygiene (DOHMH). Visit the Early Intervention website (<https://www1.nyc.gov/site/doh/health/health-topics/early-intervention-eligibility-and-services.page>) to learn more.

## **Preschool Special Education Services**

Preschool special education services are available for children ages three to five with disabilities or delays in development that affect learning. Families can contact the Committee on Preschool Special Education (CPSE) to request an evaluation to determine eligibility for special education services. The CPSE is responsible for coordinating the special education process for children ages three to five. There are ten CPSEs in different areas of the City that work with families in the district where the family lives. Families can find contact information for the CPSEs at the following site: <http://schools.nyc.gov/Academics/SpecialEducation/Help/Contacts/CSECPSE.htm>.

## **Transitioning to Kindergarten**

If a child has already been identified as a preschool student with a disability by the CPSE, they may be eligible for special education services in kindergarten. Children will automatically be referred to the Committee on Special Education (CSE) to determine eligibility for special education services for kindergarten.

## **School-Age Special Education Services**

School-age special education services are available for children with disabilities ages five to 21. These services are provided free of charge to eligible children. Any

child may be evaluated. If a child is in public school, the family should request an evaluation by notifying the school. The school is responsible for evaluating the student, and if needed, developing the Individualized Education Program (IEP) and providing special education services. For children in a non-public, private, parochial, or charter school, families should make the referral to the Committee on Special Education (CSE). Families can find contact information for the CSEs here: <http://schools.nyc.gov/Academics/SpecialEducation/Help/Contacts/CSECPSE.htm>.

For more information on school-age special education services, see the Family Guide to Special Education Services for School-Age Children (<http://schools.nyc.gov/Academics/SpecialEducation/FamilyResources/GuidesDocuments>). If a family member believes their child may require special education services, contact the child's school-based support team for assistance.

### **Accommodations for Qualified Students with Disabilities: §504 Compliance**

A student with a physical or mental impairment that substantially limits one or more major life activities is eligible to receive accommodations under Section 504 of the Americans with Disabilities Act (ADA). Parents can learn more by reviewing 504 Accommodations -

Guidance for Students & Families ([http://schools.nyc.gov/NR/rdonlyres/37A917C0-8F8A-4552-B6C3-DEE71BB29AA8/0/504\\_FAQ\\_Families\\_FINAL.pdf](http://schools.nyc.gov/NR/rdonlyres/37A917C0-8F8A-4552-B6C3-DEE71BB29AA8/0/504_FAQ_Families_FINAL.pdf)) or by speaking with their child's school-based 504 Coordinator. Section 504 of The Rehabilitation Act of 1973 (Section 504) protects students with disabilities against discrimination by requiring publicly funded early childhood programs to provide eligible students reasonable and appropriate accommodations so they may participate in school activities on an equal basis with their non-disabled peers.

# School Building Accessibility and Accommodations

The DOE works to ensure that programs, services, and activities are accessible to family members and students with physical limitations, such as people who use wheelchairs or other aids. All buildings are evaluated on a regular basis to determine accessibility to people with disabilities. The guidance in this section also applies to individuals with auditory or visual impairments.

If a family member or member of the school community requires an accommodation to attend or participate in an event (i.e., open house, parent-teacher conference, school performance, graduation) or requires materials in an accessible format, contact the school's principal. Principals' contact information can be found by entering the school in School Search (<http://schools.nyc.gov/SchoolSearch/>). Accommodations may be requested for events before, during and after school hours, and may be requested for multiple events over a period of time.

If an accommodation cannot be provided at the school level, families may contact the Division of Space Management's Accessibility Coordinator at [accessibility@schools.nyc.gov](mailto:accessibility@schools.nyc.gov), and the request will be reviewed.

Families should submit accommodation requests as far in advance as possible.

Building Accessibility Profiles (<http://schools.nyc.gov/Offices/OSP/Building+Accessibility+Profiles>) are posted online and can be reviewed by families. These profiles indicate the functional accessibility of a building for families and other members of the school community. All schools are currently being reviewed by a new, 10-point scale that is designed to provide more information for families on the different accessibility features of a school. Currently, Building Accessibility Profiles are available for partially accessible buildings in Manhattan and Staten Island that house high school grades.

Additionally, school accessibility information (<http://schools.nyc.gov/Offices/OSP/Accessibility.htm>) is available for district schools and Pre-K Centers online.

For more information about full and partial accessibility visit (<http://schools.nyc.gov/Offices/OSP/Accessibility>).

- A fully accessible building is a building that is constructed post-1992 which complies with all of the ADA's design requirements and has no barriers to access for persons with mobility impairments.

- A partially accessible building allows for persons with mobility impairments to enter and exit the building, access relevant programs, and have use of at least one restroom, but the entire building may not be accessible. This designation varies by building.

To learn more about the accessibility of a New York City Early Education Center, please call the program directly. For assistance determining accessibility of a New York City Early Education Center, please email [earlychildhood@schools.nyc.gov](mailto:earlychildhood@schools.nyc.gov).

# School Transportation

A child's eligibility for school transportation is determined by the student's grade level and the distance between the student's residence and school, as displayed in the chart below. Some students receive specialized transportation as outlined in their Individualized Education Program (IEP).

Children under the age of five, who are enrolled in special education Pre-K or Early Intervention programs, are eligible for curb-to-curb yellow bus service as indicated by an Individualized Education Program (IEP) or Individualized Family Service Plan (IFSP). More information is available on the Pre-K and Early Intervention Transportation page (<http://www.optnyc.org/ServicesAndEligibility/prekeitransportation.htm>) on the Office of Pupil Transportation website.

For more information or to make a transportation request, please contact your child's school or the Office of Pupil Transportation (<http://www.optnyc.org>) by emailing [pupiltransportationteam@schools.nyc.gov](mailto:pupiltransportationteam@schools.nyc.gov) or call (718) 392-8855.

A table showing student eligibility for transportation can be found here: <http://www.optnyc.org/ServicesAndEligibility/gettransportation.htm>.

## **Half Fare Eligible**

Students determined half fare eligible live close enough to school to walk, but may request a half fare student MetroCard through their school's transportation coordinator. Half fare MetroCards are provided as a courtesy by the Metropolitan Transit Authority (MTA) and are valid for use on MTA buses only, and the student is responsible for paying half the current fare each way.

## **Full Fare**

Any student who is eligible for full fare transportation may be issued a full fare student MetroCard upon request or if yellow bus transportation is not available for that student. All students living in shelter are eligible to receive full-fare Student MetroCards. Student MetroCards are issued by the school's transportation coordinator,

based on eligibility. Parents of children in Kindergarten through sixth grade living in shelter may also receive a MetroCard to accompany their child to school. Parents of students in Kindergarten through sixth grade living in shelter can obtain a MetroCard from the DOE staff at their shelter, shelter staff, or by visiting the Students in Temporary Housing Content Expert ([http://schools.nyc.gov/NR/rdonlyres/6C02DF12-F56D-4024-BE84-EA5B6A51A7B9/0/STHContactInformationFOR DISTRIBUTION\\_10217.pdf](http://schools.nyc.gov/NR/rdonlyres/6C02DF12-F56D-4024-BE84-EA5B6A51A7B9/0/STHContactInformationFOR DISTRIBUTION_10217.pdf)) in their borough.

## **School Bus**

In order for a student to receive yellow bus service, each of the following criteria must be met:

- The student must be eligible for full fare transportation;
- The student must be in Kindergarten through 6th grade
- The student's residence must be in the same district as the school (if attending a public school) or the same borough (if attending a charter or non-public school).
- The student's school must have yellow bus service available for all eligible students
- A bus stop within the student's grade/distance eligibility exists or can be added to accommodate the student.

If each of the above criteria is met, students pre-registered for school opening will be assigned a bus stop. Parents of late-registering students may request yellow bus service at their school. School staff will check eligibility and assign the student to a stop or request a new stop through OPT.

All students in Kindergarten through sixth grade living in shelter who are eligible for school bus transportation are routed within a week of being found eligible for shelter placement. Additionally, students who are in other forms of temporary housing, students in foster care, and students who were previously homeless and recently moved to permanent housing may submit a request form for busing.

Parents and Guardians of students who receive transportation should always update the student's school with any changes to the student's address.

The MTA's Guide to Accessible Transit (<http://web.mta.info/accessibility/stations.htm>) outlines accessible public transportation options including buses, accessible subway stops, and Access-a-Ride. The New York City Accessible Dispatch Program (<http://accessibledispatch.org/>) provides individuals with disabilities access to green and yellow wheelchair accessible taxis.

# Student Attendance

If the disability of a parent or guardian may impact the attendance of their child, the child's teacher and principal should be notified. Our schools and programs work with families to understand what may cause low attendance, provide support and discuss strategies for improvement. All schools are required to take attendance on a daily basis.

# Website Redesign

The DOE is working to make its website easier to access for people with disabilities. A new website with primarily accessible content will launch during the 2017-18 school year. The DOE will continue to make its website more accessible consistent with the Web Content Accessibility Guidelines 2.0, Level AA (<http://www.w3.org/WAI/intro/wcag>). For assistance with a particular page or document on our current site, please use the website feedback form (<http://schools.nyc.gov/ContactDOE>).

# Opportunities for Family Engagement

There are many opportunities for families to engage with their school community at the school, district or citywide level. For a comprehensive list of all organizations and options, please visit the Parent Leadership (<http://schools.nyc.gov/Offices/FACE/ParentLeader>) website. Additionally, the Chancellor publishes Parent Leader Times (<http://schools.nyc.gov/Offices/FACE/ParentLeader/Parent+Leader+Time.htm>) each quarter.

## Parent Association/Parent Teacher Association

Each school is required to have a Parent Association or a Parent Teacher Association (PA/PTA) (<http://schools.nyc.gov/Offices/FACE/ParentLeader/PAPTA+Info.htm>). All parents, step-parents, legally appointed guardians, foster parents and persons in parental relation are automatically members of their school's PA/PTA. PA/PTAs can be one of the strongest advocates for improving the public education system through the dedication of devoted parents. PA/PTAs conduct outreach to involve parents in school life, support school activities such as parent-teacher conferences, open houses, and curriculum nights, host parent workshops and meetings, and hold fundraising activities to benefit the education, social and cultural programs in school. For more information, visit the Parent Association or a Parent

Teacher Association (PA/PTA) page (<http://schools.nyc.gov/Offices/FACE/ParentLeader/PAPTA+Info.htm>).

## **Become a Certified Parent IEP Team Member**

Parents and Guardians can become a Certified Parent IEP (Individualized Education Program) Team Member as the parent of a child who is classified as having a disability. Members may not be an employee of the DOE. Parent members participate in IEP meeting discussions and provide support to families of students with a known or suspected disability who request their attendance. For more information, visit the Parent IEP Member Training page (<http://schools.nyc.gov/Academics/SpecialEducation/FamilyResources/ParentIEPMemberTraining/default.htm>).

## **School Leadership Team**

The School Leadership Team (SLT) (<http://schools.nyc.gov/Offices/FACE/ParentLeader/SchoolLeadership.htm>) provides a structure for school-based decision making and the development of a collaborative school culture. The SLT members develop educational policies for their school and align resources to those policies. SLTs provide ongoing evaluations and assessments of a school's educational programs and their effect on student achievement. The SLT in each school is composed of parents and staff and meets at least once a month.

## **Presidents' Council**

A Presidents' Council (<http://schools.nyc.gov/Offices/FACE/ParentLeader/DistrictLeadership.htm>) is an organization of PA/PTA presidents (or their designees) that represents the interests of parents and parent leadership organizations. Each community school district is required to have a Presidents' Council. Each borough is required to have a Presidents' Council for its high schools. Citywide special education schools (District 75) have a citywide Presidents' Council.

## **District Leadership Teams**

Presidents of the District Presidents' Council are mandatory members of a District Leadership Team (DLT) (<http://schools.nyc.gov/Offices/FACE/ParentLeader/DistrictLeadership.htm>). District Leadership Teams review Comprehensive Educational Plans for schools in their districts and develop district-wide plans. They also provide guidance and assistance to School Leadership Teams.

## **Community Education Council**

The 32 Community Education Councils (CECs) (<http://schools.nyc.gov/Offices/CEC/>) allow for parent involvement on the district level and play an essential role in shaping education policies for New York City public schools. CECs have a total of 12 members: nine

parents of students in kindergarten through eighth grade (two seats are reserved for a parent of an ELL and a parent of an IEP student), two members appointed by the Borough President, and one non-voting high school student. Each school district has a CEC.

## **Citywide Education Councils**

The four Citywide Education Councils allow for parent involvement at the city level, advocating for specific populations. The four Citywide Councils are: Citywide Council on High Schools, Citywide Council on Special Education, Citywide Council on English Language Learners, and Citywide Council for District 75. Like CECs, these councils have 12 members each (except for the Citywide Council on High Schools, which has 14) and they meet monthly. Community Education Council members are elected every two years. Each Citywide Council has two parent members who are appointed by the Public Advocate as well as a non-voting student member. Parent selections and appointments will take place every two years. For more information, and to apply to be a Council Member, visit the Community and Citywide Education Council webpages (<http://schools.nyc.gov/Offices/CEC/>).

## **Panel for Educational Policy**

The Panel for Educational Policy (<http://schools.nyc.gov/AboutUs/leadership/PEP/>) is the citywide board governing the Department of Education. It consists of 13 appointed members and the Chancellor. Each borough president appoints one member and the mayor appoints eight. It considers such issues as school space usage, contracts, and amendments to the Chancellor's Regulations.

## **Chancellor's Parent Advisory Council**

The Chancellor's Parent Advisory Council (CPAC) is comprised of each Presidents' Council President (or a designee). This committee meets monthly and discusses citywide issues facing parent leadership.

