

Requesting a Special Education Evaluation

Special education services can help children reach their full potential in school. Services can support students who have learning disabilities, behavioral issues, hearing or vision loss, and developmental delays. Special Education services may include revised teaching methods, smaller classroom settings, large-print books, audio tapes, student support plans, and personal aides.

If you are concerned about your child's progress in learning or in school, talk with your child's teacher or doctor about getting a special education evaluation.

To learn more about the special education process, visit schools.nyc.gov/Academics/SpecialEducation/SEP or talk to your school, doctor or social worker. You can also learn more at includenyc.org



How can I request an initial evaluation for my child?

- Public schools: Write a letter to the principal or to your local Committee on Special Education (CSE) office. Find your local CSE office at schools.nyc.gov/Academics/SpecialEducation/ContactsResources/cse.htm or call 311.
- Private, parochial, charter, or state approved non-public schools: Write a letter to your local CSE office.
- You can ask a social worker or teacher for help writing the letter. A sample letter is available at the Health Center.

What happens after I request an evaluation?

- The school should send you a Notice of Referral Letter or contact you within 10 school days.
- If your child has never received special education services, you must sign consent for Initial Evaluation or your child will not be evaluated.
- Once you consent, your child will be evaluated by school psychologists and other specialists.
- If your child is eligible for services, an Individualized Education Program (IEP) meeting will be scheduled, usually 60 days after the referral has been made, to discuss the special education services that the school will provide.

What are my rights?

- Children with disabilities are protected under the law to receive appropriate services.
- The evaluation for special education services should be done in a timely manner. Parents should ask the school or social workers for help if they do not hear back within 10 school days of sending a request.
- Parents should make copies of all letters and write down all phone calls they have with the school and Department of Education.

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General Info Line (212) 226-8339

Website www.cbwchc.org

268 Canal Street, New York, NY 10013

Internal Medicine (212) 379-6998

Obstetrics & Gynecology (OB/GYN) (212) 966-0228

125 Walker Street, 2/F, New York, NY 10013

Pediatrics (212) 226-3888

Teen Resource Center (TRC) (212) 226-2044

Dental (212) 226-9339

136-26 37th Avenue, Flushing, NY 11354

Internal Medicine (718) 886-1200

Obstetrics & Gynecology (OB/GYN) (718) 886-1287

Pediatrics (718) 886-1222

137-43 45th Avenue, Flushing, NY 11355

Internal Medicine, Pediatrics, Gynecology, and Family Medicine
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Health Education Department (212) 966-0461

Social Work Department

Manhattan (212) 226-1661

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Need Health Insurance? We Can Help!

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