



Preschool Individualized Education Program (IEP) Distribution New York City Early Education Centers (NYCEECs)

This guidance document includes information regarding the use of IEPs, including access, storage, and best practices. All NYCEECs will receive IEPs via secure encrypted emails throughout the 2020-2021 school year for preschool students with IEPs enrolled at your site. Schools should review student IEPs in order to gain information on present levels of performance and established educational goals.

Accessibility and Storage

Each student attending your school who has an IEP is entitled to specific assurances and protections per the federal Individuals with Disabilities Education Improvement Act (IDEIA). In New York, compliance with state regulation Chapter 408 is required of all schools serving students ages 3-21. This includes:

- Prior to initiation of IEP recommendations, all staff who are responsible for implementing the IEP, either in whole or in part, must be provided with electronic access to or a paper copy of the IEP.
- The preschool program leader, e.g., principal/director, or designee must review the IEP with each classroom teacher, related service provider, e.g., occupational therapist, speech therapist, physical therapist, special education itinerant teacher (SEIT), or other provider as appropriate who is providing individual or group support and explain their responsibilities for implementing the IEP.
- The classroom teacher or other provider as appropriate is responsible for reviewing the IEP with the paraprofessional(s) providing individual or group support to the student. The paraprofessional(s) must be given the opportunity to review the IEP upon request.
- The preschool program leader, e.g., principal/director, or designee, classroom teacher, related service provider, special education itinerant teacher (SEIT), or other provider as appropriate who is providing individual or group support must ensure that all IEPs are maintained in a secure, locked location.
- Confidentiality protections under IDEIA and FERPA require that the contents of all IEPs must be kept confidential and should not be disclosed to any person not identified per the requirements herein.

Resources on Preschool IEPs

These resources can be found on the DOE’s InfoHub page by searching “preschool providers.”

- [Webinar: Unpacking the Preschool IEP](#)
- [Lesson Planning and IEPs](#)
- [Using IEP Goals in the Pre-K Classroom](#)

Contact Information

Evaluations, Meetings, and Services	<p><i>If a family has questions or concerns regarding preschool special education evaluations, meetings, and services:</i></p> <ul style="list-style-type: none"> • Contact the Committee on Preschool Special Education (CPSE) for the child’s home district • Email specialeducation@schools.nyc.gov
IEP Delivery	<p><i>If a school has not received an IEP for a currently enrolled preschool child:</i></p> <ul style="list-style-type: none"> • Email specialedprek@schools.nyc.gov and provide the child’s name and date of birth, as well as the school’s name and address
Related Services	<p><i>If a school has any questions or concerns about the delivery of related services, e.g., services have not started, a provider has stopped seeing a child:</i></p> <ul style="list-style-type: none"> • Contact the CPSE for the child’s home district • Email relatedservices@schools.nyc.gov and provide the child’s name and date of birth, as well as the program’s name and address
SEIT	<p><i>If a school has any questions or concerns about the delivery of SEIT services, e.g., services have not started, a provider has stopped seeing a child:</i></p> <ul style="list-style-type: none"> • Contact the CPSE for the child’s home district • Email 4410Oversight@schools.nyc.gov and provide the child’s name and date of birth, as well as the program’s name and address