

Turning 5 Process for Private Schools

- **If a family is committed to sending their child to a private school within New York City at their own expense, the Turning 5 process is different. It is called Turning 5 for students who will be “parentally placed.”**
- **If a family has committed to sending their Kindergarten-age child to a private school within New York City and they want to request “equitable” special education services, in lieu of an IEP their child’s team will create an Individualized Education Service Plan (IESP).** This plan will outline which special services will be provided to the child through the DOE.
- **If a family is only considering a private school for this child but has not actually enrolled their child at that school, the team should create an IEP for the child as though the child will be attending a public or charter school.** If the family does eventually enroll their child at a private school in NYC at their own expense, they can send a request to CSE for an IESP to be created for the child.
- **Once the family has made the request for an IESP to the CSE and has provided the name and address of the private school the child will be attending, a CSE representative will follow up with the family and provide the IESP as well as the “Prior Notice of Placement/Parentally Placed” paperwork.** If this is an initial case (meaning the child did not previously have an IEP in Pre-K), this paperwork will also include a consent form.
- **Parents must request special education services for their child for each upcoming school year by June 1st.** The child’s IESP will be reviewed annually and if the child remains eligible for services, a new IESP will be created each year. The parents as well as a representative/s from the private school will be on the team with an CSE representative to review and create the IESP each year.
- **If a family is committed to sending their child to a private school outside of NYC, they may request special education services from the district their child’s school is located within (i.e. not the NYC DOE).** They may also request to place their child in a NYC DOE program at any time by writing to the CSE in the NYC district where they live.