



Parental Notice of Intent for the 2025-2026 School Year

Dear Families,

If you are placing your child in a nonpublic school or intend to homeschool your child for the 2025-2026 school year and would like your child to receive special education services while enrolled in a nonpublic school or homeschool, you must request those services in writing (Notice of Intent) for receipt by the Committee on Special Education (“CSE”) where your nonpublic school is located (District of Location). The Notice of Intent must be emailed, mailed, or hand-delivered to your CSE and received no later than **June 1, 2025**. Please use the Geographic Online Address Translator (GOAT) linked further below to help identify your CSE.

New York City Public Schools is committed to ensuring you have all the information needed to plan for the upcoming school year and have included relevant information below.

If you need assistance, do not hesitate to contact your local CSE whose information is located at www.schools.nyc.gov/cse. We are here to support you!

Nonpublic (Private/Religious) School Students with Disabilities

New York City Public Schools has special education responsibilities for students placed by their parents in private or religious schools in New York City at their own expense, including the obligation to identify, locate and evaluate them. This obligation extends to students who reside in New York State outside New York City, and students who reside outside New York State, but are placed by their parents in private or religious schools in New York City at their own expense.

Homeschooled Students with Disabilities

Under New York Education Law Section 3602-c, to receive special education services, homeschooled students with disabilities are deemed nonpublic school students. Homeschooled children with disabilities are treated the same way as other parentally placed private school children with disabilities for purposes of the Individuals with Disabilities Education Act. For homeschooled students with disabilities, New York City Public Schools will determine the location where special education services will be available, which could include the site of a student’s home (community) school.

Families who intend to homeschool their children for the 2025-2026 school year should be aware of the following deadlines. While the deadline to notify NYCPS of your intent to homeschool is July 1, 2025, your request for special education services must be received by June 1, 2025.

- ☐ **June 1, 2025** – Deadline for NYCPS to receive your request for special education services for your child(ren) that you intend to homeschool.
- ☐ **July 1, 2025** – Returning homeschooling families must annually submit a Letter of Intent for each child due on or about July 1, 2025 (the start of the school year). Parents who determine to commence home schooling (or who establish residence in the school district after the start of the school year) must submit a Letter of Intent to home school within 14 days following the start of home schooling within the school district.

In addition, to be eligible for special education services, a homeschooled student must have an Individualized Home Instruction Plan (IHIP) that complies with Part 100.10 of the Regulations of the Commissioner of Education. For returning homeschoolers, IHIPs are due by August 15, 2025. For new homeschoolers, IHIPs are due 28 days after the Letter of Intent is submitted.

For more information about homeschooling your child(ren), please visit www.schools.nyc.gov/enrollment/enrollment-help/home-schooling

Requirements for the Parental Notice of Intent

The Notice of Intent requesting special education services must be received by the CSE on or before June 1, 2025, with the required elements listed below.

- ☐ The Notice of Intent must be submitted by the student's parent or by an attorney representing the family; and if submitted by an attorney on the family's behalf, the notice must also include a confidentiality release for the 2025-2026 school year, signed by the parent with a pen-and-ink signature. Please note that representation in a due process proceeding or other proceeding concerning a prior school year will not suffice and cannot replace the required confidentiality release for the 2025-2026 school year. **A notice of intent from a third party other than an attorney will not be accepted, with or without a confidentiality release.**
- ☐ The Notice of Intent must include:
 - 1) Name of Student
 - 2) NYCID of Student (if known) (included on the Student's IESP)
 - 3) Date of Birth
 - 4) Home address
 - 5) Parent Name
 - 6) Parent phone number
 - 7) Parent email address
 - 8) Name of the school the student will attend for the 2025-2026 school year
 - 9) Address of the school the student will attend for the 2025-2026 school year

Please note that for ease of use, NYCPS has created a Parental Notice of Intent template that you may use. The template is available at www.schools.nyc.gov/cse under the question *If I have placed my child in a New York City non-public school, what do I have to do for my child to receive special education services for next school year?*

- ☐ When submitted by email, unless submitted by an attorney representing the family, the Notice of Intent will be accepted only when sent from the parent/guardian directly using the email address the parent/guardian has on file for NYCPS.
- ☐ Unless submitted by email directly from the email address the parent/guardian has on file for NYCPS or submitted by an attorney with a signed confidentiality release for the 2025-2026 school year, a Notice of Intent must be signed by parent using a pen-and-ink signature or an E-signature. E-Signatures will only be accepted using DocuSign when the email with the DocuSign signature comes directly from the family. Please note that a signed confidentiality release authorizing an attorney to act on behalf of a family must also contain a pen-and-ink signature.
- ☐ When the Notice of Intent is emailed, the subject of the email to the CSE should be "Notice of Intent 2025-2026 SY".

The CSE will confirm in writing that the PNI has been accepted or will provide technical assistance to a family or to an attorney representing a family to submit a PNI that meets the above requirements.

Identifying the District of my Child's Homeschool/Nonpublic School

To determine which CSE must receive your Parental Notice of Intent, please visit the [New York City Geographic Online Address Translator \(GOAT\)](#), then on the left side of the page under ADDRESS FUNCTIONS, Click FUNCTION 1B, type in your nonpublic

school or homeschooling address, and then scroll down to “City Service information” where you will see “School District”. Please visit the *Identifying my Committee on Special Education* section on this page to locate your CSE by school district along with the CSE’s contact information.

Identifying my Committee on Special Education (District of Location)

Contact information for the CSEs including the school districts in each CSE are included below. Sending the notice of intent to multiple CSEs or to the CSE not affiliated with your private school may result in delays with the processing of your Parental Notice of Intent.

<p><input type="checkbox"/> CSE 1 (Districts 7, 9, 10) Email: CSE1PNI@schools.nyc.gov Address: 1 Fordham Plaza, 7th Floor Bronx, New York 10458</p> <p><input type="checkbox"/> CSE 2 (Districts 8, 11, 12) Email: CSE2PNI@schools.nyc.gov Address: 3450 E. Tremont Avenue, 2nd Fl. Bronx, New York 10465</p> <p><input type="checkbox"/> CSE 3 (Districts 25, 26, 28, 29) Email: CSE3PNI@schools.nyc.gov</p> <p>Address for Districts 25 & 26 30-48 Linden Place Flushing, New York 11354</p> <p>Address for Districts 28 & 29 90-27 Sutphin Boulevard Jamaica, New York 11435</p> <p><input type="checkbox"/> CSE 4 (Districts 24, 27, 30) Email: CSE4PNI@schools.nyc.gov</p> <p>Address for Districts 24 & 30 28-11 Queens Plaza North, 5th Floor Long Island City, New York 11101</p> <p>Address for District 27 82-01 Rockaway Boulevard. 2nd Floor Ozone Park, New York 11416</p>	<p><input type="checkbox"/> CSE 5 (Districts 19, 23, 32) Email: CSE5PNI@schools.nyc.gov Address: 1665 St. Marks Avenue Brooklyn, New York 11233</p> <p><input type="checkbox"/> CSE 6 (Districts 17, 18, 22) Email: CSE6PNI@schools.nyc.gov Address: 5619 Flatlands Avenue Brooklyn, New York 11234</p> <p><input type="checkbox"/> CSE 7 (Districts 20, 21) Email: CSE7PNI@schools.nyc.gov Address: 415 89th Street Brooklyn, New York 11209</p> <p><input type="checkbox"/> CSE 8 (Districts 13, 14, 15, 16) Email: CSE8PNI@schools.nyc.gov Address: 131 Livingston Street, 4th Floor Brooklyn, New York 11201</p> <p><input type="checkbox"/> CSE 9 (Districts 1, 2, 4) Email: CSE9PNI@schools.nyc.gov Address: 333 7th Avenue, 4th Floor New York, New York 10001</p> <p><input type="checkbox"/> CSE 10 (Districts 3, 5, 6) Email: CSE10PNI@schools.nyc.gov Address: 388 West 125th Street New York, New York 10027</p> <p><input type="checkbox"/> CSE 11 (District 31) Email: CSE11PNI@schools.nyc.gov Address: 715 Ocean Terrace, Building A Staten Island, New York 10301</p>
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Late filings for the 2025-2026 School Year

The June 1 deadline will be strictly enforced for the 2025-2026 school year.