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The remaining issue of *Principals' Weekly* for 2003 will be published on:  
Friday, December 19<sup>th</sup>  
Tuesday, December 30<sup>th</sup>

Happy Holidays!

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Note: The information in the e-mail below is also included in an attachment to this mailing, in Microsoft Word format. The content of the attachment is identical to the content of the e-mail below.  
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**PRINCIPALS' WEEKLY:**  
Children First News from Chancellor Joel Klein  
New York City Department of Education  
December 11, 2003



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\*\*\* Reminders about Special Education Service Providers \*\*\*

Please be reminded that Special Education Teacher Support Services and Related Services (e.g. Speech, Counseling) are legally mandated services for students with disabilities that are necessary to support their progress in schools. It is therefore essential that providers adhere to their program; providers should *not* be used in other capacities (e.g. class coverage) or assigned to other duties in the school that prevent the provision of these mandated services that are in accordance with the student's IEP, except in extraordinary circumstances.

The appropriate delivery of Related Services also enables the Department of Education to obtain Medicaid reimbursement. Related Service attendance, therefore, needs to be accurately maintained. Please take the necessary steps to ensure that the Related Service providers in your school have the appropriate related service attendance cards.

For additional information about either of these items, please contact the Regional Administrator – Special Education assigned to your school.

12/12/2003