

Designate a Special Education Liaison for Your School

All schools

To continue to foster inclusive school communities for all students, you should designate a special education liaison for your school during the 2015–16 school year. Your special education liaison should be prepared to lead capacity building work at your school, including reviewing, developing, and implementing IEPs in collaboration with your School Implementation Team (SIT) as well as supporting professional learning for colleagues who work with students with disabilities. Your special education liaison will also work with your SIT to develop an action plan to meet the needs of students with disabilities and their families (note that your school's action plan will be due at the special education liaison meeting that your BFSC [administrator of special education \(ASE\)](#) will host in November). If you have not already done so, you should designate your special education liaison and provide his/her name and contact information to your BFSC ASE as soon as possible. Your liaison will receive regular email updates, including information on upcoming special education liaison meetings and special education resources and supports.

For questions, contact your BFSC [administrator of special education \(ASE\)](#).

Link to view ASE:

<http://intranet.nycboe.net/SchoolSupport/Contacts/default.htm>