**Special Education Compliance Requirements Prior to First Day of School**

Please review the guidance below to ensure compliance with New York State Education Department (NYSED) special education compliance requirements and take appropriate action.

**Chapter 408**: Under NYSED Education Law Section 4402(7), Chapter 408, all staff who provide programs and services to students with an Individualized Education Program (IEP) are required to be informed of their role and responsibilities for supporting the needs of the student, as indicated in the student’s IEP, prior to implementation. Accordingly, Chapter 408 processes and procedures must be conducted at the beginning of the school year, and each time an IEP has been revised or created. The guidance and required documentation for this process is available on the Chapter 408 Requirements Infohub page and the SOPM (page 8).

**Variance Requests**: NYSED Commissioner’s Regulations for Special Education Part 200.6 (g) and (h) require that all Integrated Co-Teaching (ICT) and special classes are grouped in accordance with the age ranges and group sizes set forth in the Continuum of Services. For updated procedural guidance on applying for a variance, please review the Variances InfoHub page.

**Start-of-School Special Education Compliance Checklist**: As in prior years, a Start-of-School Special Education Checklist has been updated for the 2022–23 school year to support students with IEPs at your school. You or your designee should use this tool to ensure your students with IEPs are provided with programs and services, according to their IEP, at the start of the new school year.

**SESIS Professional Learning Opportunities (PLOs)**: You, your designee, and your special education staff are encouraged to attend the following SESIS PLOs to strengthen your knowledge and skills in navigating, updating, and
managing student records in SESIS. You are invited to register for the following webinars on the SESIS Learning Stream Calendar:

- **SESIS Basics for New Staff**: This training provides staff with an overview of SESIS navigation, including how to view student profiles, documents, and events.
- **Annual Review Process in SESIS**: This training explains how to complete an annual review, including all sections of the IEP, Notice of IEP, Prior Written Notice, and Reports.
- **IEP Amendment/Reconvene Process in SESIS**: This training explains how to update an IEP either through an IEP Amendment or Reconvene of an IEP meeting.
- **Encounter Attendance for DOE Related Service Providers**: This training explains how to complete a service record in SESIS to record services provided to a student, schedule future services for a student, and manage your student caseload in SESIS.
- **SESIS Updates**: This training previews the recent enhancements and technical updates in the SESIS application.

**SESIS Resources**: For staff new to the SESIS application, training resources are available on the Provider Assignment Infohub Page, including the Individualized Education Program (IEP) Guide, which is used to gain foundational knowledge on navigating the IEP.

For registration instructions, review this guide. For questions, contact your administrator for special education (ASE).