
You should review and share the new Guide to Transition Planning for Students with Disabilities with your staff. Note that, while the new guide is designed for all grade levels, middle and high school principals in particular should ensure that their staff are familiar with this resource, as it highlights essential components of transition planning applicable to their students such as post-secondary, college, and career planning and readiness.

In addition, as required by the settlement of N.G. by F.E. v. New York City Department of Education, et al., effective September 8, when a student with an IEP is 14 years old, schools must send, deliver, or email a letter jointly addressed to the parent and student at least one month prior to the IEP meeting. This letter will inform students and their parents, in writing, of certain rights and entitlements concerning transition services, resources, and the planning process for the transition to adult life after secondary school. A sample version of this letter is included in Appendix D the new guide.

Note that if the student's IEP meeting is within one month of this message, the letter should be sent as soon as possible; the IEP meeting should not be delayed for this purpose.

For additional information regarding transition planning requirements, review the Special Education Standard Operating Procedures Manual (SOPM). For family-facing information, review Family Guide to Transition Planning. For questions about transition planning for students with IEPs, email TransitionSupport@schools.nyc.gov.