

IEP to IESP Conversion Process

If your child currently has an IEP and is attending Holy Child Jesus Catholic Academy, the IEP must be converted to an IESP in order to begin receiving related services. This document is called an IESP to distinguish that it was written for a child attending a private school. This is required by the NYC Board of Education.

The conversion from an IEP to an IESP takes place during a meeting attended by a representative from the CSE, a parent, and a representative from the school where you have chosen to place your child. The following is an example of a request for conversion. The parent must request the meeting in writing, and inform the school when the meeting will take place. The request should be sent to:

(Send Certified Mail, Fax, or Deliver in Person, but be sure to get a receipt that it was sent)

Mr. Chris Cinicola
CSE Chairperson
Department of Education
Committee on Special Education
82-01 Rockaway Blvd., 2nd Fl.
Ozone Park, NY, 11416

Example Request

Dear Mr. Cinicola,

I, (parent name), am writing to request a conversion meeting for my child's IEP, as my (son/daughter) is currently attending Holy Child Jesus Catholic Academy, located at 111-02 86th Avenue Richmond Hill, NY 11418

The following is my child's current information:

Child's Name: ID# (found on IEP):
DOB: District: 27
Address:
Parent Names:
Home Phone number:
Cell Phone:
School: Holy Child Jesus Catholic Academy
111-02 86th Avenue
Richmond Hill, NY 11418
Phone: (718) 849-3988 Fax: (718) 850-2840

Thank you for your time and your prompt attention to this matter.

Sincerely,

Parent Name