Child Find Notice
Parents – if you have concerns about your child’s physical, social, or academic progress, please contact your school principal to make a referral to the Committee on Special Education. If your child does not attend a district school, please contact the Director of Pupil Personnel Services at 881-3412.

Notification for Services at Private Schools
June 1 is the deadline for notifying the Schenectady City School District if you want special education services at a private school located within the district. Please contact the Quality Assurance Manager at 881-3400 ext. 26037 to request those services.

Family Education Rights and Privacy Provisions (FERPA)
Under the Family Educational Rights and Privacy Act (FERPA), parents and students 18 or older may inspect official records relating to them — including progress reports, grades, aptitude and achievement test scores, psychological tests and teacher evaluations.

A record may be challenged by parents or students who are 18 or older if they believe it is inaccurate or misleading. The district will not disclose information from students’ records without prior written request of a parent or eligible student, except as permitted by law. A record of requests for information disclosures is maintained and may be viewed by those eligible. Contact Student Services at 881-3412 for more information.

Special Education Referrals
If you have a pre-school child and you have noticed that your child is not developing skills such as walking, talking or playing like other school children, you may want to talk to your family doctor. If the doctor is concerned, or you remain concerned with your child’s progress, you may make a referral to the school district’s Committee on Pre-school Special Education (CPSE). To make this referral, call the Office of Pupil Personnel Services at 881-3413 and ask to speak with the Chairperson of the CPSE or her secretary. They will help you through the process.

If your school-age child is having difficulties in school, first talk to his or her teacher. Our schools offer supports for students within regular education who are experiencing difficulties. This is done through the School Based Support Team (SBST) in your child’s building. You can contact the chairperson of this team by calling your child’s school and asking to speak to the school psychologist. You can also discuss your concerns with your child’s teacher and ask them to help you request assistance.

If you are concerned that your child’s teacher and School Based Support Team have not adequately been able to help, your child may have a disability which affects his or her learning. To find out, you can make a referral to the Committee on Special Education. You can do this by talking with the SBST or directly contacting the Office of Pupil Personnel Services at 881-3413.

When are health exams of public school students required by law?
Education Law Article 19 and Regulations of the Commissioner of Education (8 NYCRR) require physical examinations of public school students:

- Entering the school district for the first time, and in grades pre-K or kindergarten, 2, 4, 7 and 10; and at any grade level by school administration, at their discretion, to promote the educational interests of the student
- In order to participate in strenuous physical activity, such as interscholastic athletics
- In order to obtain an employment certificate
- When conducting an individual evaluation or re-evaluation of a student suspected of having a disability or a student with a disability

Check our website for the latest information!
Looking for information about your child’s school? Good news about district successes and initiatives? Sports schedules or school breakfast and lunch menus? All that and more is just a few mouse clicks away on the district’s official website, located at [www.schenectady.k12.ny.us](http://www.schenectady.k12.ny.us).