

HOW TO ACCESS A BILINGUAL SPECIAL EDUCATION PROGRAM



Bilingual Special Education (BSE) is a specialized program for students who require an Integrated Co-Teaching (ICT) or Special Class (SC) with a language of instruction other than English. These programs are intended to support English Language Learners/Multilingual Learners who benefit from culturally and linguistically responsive instruction that address cognitive, academic, and linguistic needs.

STEP 1: INDIVIDUALIZED EDUCATION PROGRAM (IEP) DOCUMENT

The IEP provides recommendations on special education programs and services.



The IEP section “Recommended Special Education Programs and Services” must recommend ICT or Special Class program with a language of instruction other than English. The language should be recommended in the Service Delivery Recommendations.



Student will be eligible for placement in a BSE Program.

Note:

- *The IEP team, which includes the parent, must consider and describe in each section of the IEP the need for all recommended special education programs and services.*

STEP 2: INITIAL REVIEW

The school IEP team or the family needs to contact the Central BSE programs team at BSEprograms@schools.nyc.gov to submit an inquiry.



The Central BSE programs team will review the student’s IEP to:

1. Confirm that it recommends a bilingual ICT or Special Class
2. Identify the Dual Language/Transitional Bilingual Education program with available seats that is closest to the student’s home

Note:

- *If the parent submits a request to the Central BSE program teams, the parent will receive an email from the Central BSE programs teams acknowledging the request.*
- *The Central BSE programs team will notify the child’s school or District Committee on Special Education to let them know that the family is interested in BSE programs for the student.*

STEP 3: SCHOOL PLACEMENT

If the Central BSE programs team confirms the student is eligible for a BSE program but is **NOT** able to offer a placement in a BSE program,



the student should be supported by a Bilingual Alternate Placement Paraprofessional in a Monolingual (English) ICT or Special Class while the Central BSE programs team continues to look for an available Bilingual Special Education Program.

If the Central BSE programs team confirms the student is eligible for a BSE program and is able to offer a placement in a BSE program,



the parents will receive a School Location Letter providing an identified school with an available seat in the BSE program.

Note:

- *There is not a defined timeline for getting placed in BSE programs.*

STEP 4: VISITING AND ADMISSION

The School Location Letter (SLL) will contain the name of the contact person and the address of the school with a BSE program.



The parent should call the school to make an appointment for a visit.



After the school visit, the parents must contact the IEP team at the school to inform whether they are accepting or declining the BSE program offer.

STEP 5: REGISTERING AT NEW SCHOOL

If you accept the BSE placement offer, take the School Location Letter (SLL) along with a copy of your child's birth certificate and two forms of proof.

Additional Notes:

- *BSE is a specialized program because it is NOT offered in every district 1-32 school.*
- *A student may need to transfer schools to receive their IEP recommended BSE program. If the school is not near the family's home, the child is entitled to transportation.*
- *Families and schools may contact the Central BSE programs team at anytime during the year to submit an inquiry or ask a question by emailing BSEprograms@schools.nyc.gov.*