



State of New Jersey
DEPARTMENT OF EDUCATION
PO Box 500
TRENTON, NJ 08625-0500

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

CHRISTOPHER D. CERF
Acting Commissioner

April 11, 2011

TO: Chief School Administrators
Director of Special Education
Administrator of Charter Schools

FROM: Barbara Gantwerk, Assistant Commissioner
Division of Student Services

SUBJECT: Policies and Procedures for Receiving Schools

It has come to the attention of the Department of Education that information is being presented to local school districts regarding the need to adopt required Special Education Policies and Procedures. This information is apparently in response to a February 4, 2011 memorandum from John Worthington, Acting Manager, Bureau of Policy and Planning that was sent to receiving schools as defined in N.J.A.C. 6A:14-7 describing required policies and procedures for **receiving schools** and is **only** applicable to those schools.

Please note that these policies and procedures should not be adopted by local school districts. The policies and procedures adopted by the local school districts in 2008-2009 are still in effect and need not be revised at this time.

BG/JW/EL

c: Members, State Board of Education
Acting Commissioner Christopher D. Cerf
Senior Staff
John Worthington
Executive County Superintendent
County Supervisor of Child Study
Members, NJ Lee Group
Garden State Coalition of Community Schools