



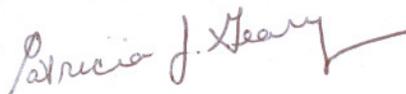
THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

OFFICE OF P-12 EDUCATION: Office of Special Education
COORDINATOR SPECIAL EDUCATION POLICY AND PROFESSIONAL DEVELOPMENT
Room 309 EB, 89 Washington Avenue • Albany, NY 12234
www.p12.nysed.gov/specialed/

Telephone (518) 473-2878
Fax: (518) 473-5387

May 18, 2011

To: Impartial Hearing Officers

From: Patricia J. Geary 

Subject: New Redaction Procedures

The New York State Education Department (NYSED), Office of Special Education, has revised the standards for the redaction of impartial hearing decisions submitted to this Office beginning July 1, 2011. These standards (Attachment A) ensure that all personally identifiable information is removed from impartial hearing decisions provided to NYSED by impartial hearing officers pursuant to section 200.5(j)(5) of the Regulations of the Commissioner of Education. A cover sheet (Attachment B) must be included with the copy of the redacted decision.

Thank you for your cooperation to ensure that these decisions are redacted to these revised standards. If you have any questions about the implementation of these procedures, please call the Impartial Hearing Reporting System Office at 518-473-0170.

Attachments

REDACTION STANDARDS FOR SPECIAL EDUCATION
IMPARTIAL HEARING DECISIONS

Effective July 1, 2011

Regarding Student	Student, parent/guardian, family member names or initials, addresses, telephone, email, SSN, ID# (e.g., student ID), personal pronouns (he, she) only when they will identify person (e.g., in class of 1 male & 2 females, "he" would identify the student); family information (e.g., income, siblings); class information, (e.g., speech, number in class); personal characteristics
Regarding School District	District name or number; in NYC, district or CSE name; teacher; building which would reveal district
Case Numbers	IHRS # & NYC IH #
IHO	Name when this would identify district (serves <5 districts)
Attorneys	Names for all attorneys (for parents & district)
Professional Staff	Names of building, district specialists (e.g., psychologists, speech, language, occupational therapy (OT), physical therapy (PT), counselors, doctors)
Medical Information	Diagnoses, treatments, conditions, symptoms, medications, hospital or medical clinic or staff names or identifying information.
Psychological Diagnosis	Symptoms & treatments (e.g., schizophrenia, pervasive developmental disorder (PDD), autism, obsessive-compulsive disorder (OCD), depression, ADHD, ADD)
Classifications	Special Education Disability types or categories.
Specific Services	OT, PT or speech therapy (ST), counseling, adaptive physical education (APE)
Information that reveals Medical Information & Diagnoses	For example, TEACCH programs & ABA (Applied Behavioral Analysis) are used almost exclusively for autism; tics implies Tourette's Syndrome
Testing Results	Grades, test scores, ratings, ranges (e.g., psychological tests, "below average" range)
Academic Achievement	Scores or levels (e.g., reading or math grades, areas of weakness or strength in academic, language, social or physical skills, learning rate, educational performance)
Evaluation Results	For example, "weak comprehension skills, weak pragmatic language"
Titles of Evaluators/ Evaluations	For example, psychologist, neuro-psychoeducational evaluation, speech/language, OT
Days	Days of school/program attended, attendance records
Private School	Names, address, teachers, staff names, names of classes & other identifying information.
Miscellaneous Info	Criminal record, behavioral needs; incident reports or history; drug use, placements, personal/social history; social services records; removal from parents.