



OFFICE OF SPECIAL EDUCATION  
ASSISTANT COMMISSIONER

June 2018

TO: Executive Directors of Approved Private Residential Schools  
Superintendents, Special Act School Districts  
Superintendents, State-Operated Schools  
Superintendents, State-Supported Schools with a Residential Component  
Out-of-State Residential Schools

FROM: Christopher Suriano  

SUBJECT: Chapter 501 of the Laws of 2012 ("Protection of People with Special Needs Act") - Immediate Protections Safety Assessment

The purpose of this memorandum is to outline expectations relating to the performance of an immediate protections safety assessment and inform residential schools of a revised immediate protections safety assessment template that will be utilized by the New York State Education Department's Incident Management Unit.

The immediate protections safety assessment is required to ensure that proper actions have been taken to assure the health and safety of students who may be named in reportable incidents that occurred at the school or during off-hour school activities and were reported to the New York State Justice Center's Vulnerable Persons Central Registry pursuant to Chapter 501 of the Laws of 2012 ("Protection of People with Special Needs Act"). In accordance with section 200.15 of the Regulations of the Commission-213(th)4(rda)5(n)(n)-3(-213n

For all **abuse/neglect** incidents reported to the Justice Center that have occurred during the school day or during off-hour school activities, the attached immediate protections safety assessment form will be utilized by the Incident Management Unit to ensure that immediate protections are in place. Note that the Incident Management Unit will fill out section one, contact the residential school's chief education administrator, or his or her designee, to notify the residential school about the incident, and will forward the safety assessment to the residential school administrator, or his or her designee, to complete Section 2. **A copy of the completed immediate protections safety assessment form must be returned to the Incident Management Unit no later than 24 hours of receipt.**

Attachments