



**NOTICE OF  
AVAILABILITY OF SPECIAL SERVICES  
THROUGH NEWARK PUBLIC SCHOOLS**

Parents and Guardians:

If you have a child between the ages of 3 and 21 who lives in Newark, Newark Public Schools wants to help you decide whether your child might benefit from special services.

Newark Public Schools offers free screening to gain information on your child's development. We encourage all 3, 4 and 5 year olds to be screened. Screening is especially important if your child is having difficulty learning, or has problems speaking, hearing, thinking, playing, walking, seeing, grasping or interacting with others, or has emotional or behavior problems. The screening process may provide information that suggests a child should be evaluated more thoroughly to determine whether he/she has a disability and would benefit from special services.

Children who are enrolled in any preschool or kindergarten program provided by Newark Public Schools, including contracted Head Start and "Abbott" programs, are automatically screened on an ongoing basis to determine if they need assistance.

Screening is also available free of charge for children ages 3-5 who are not enrolled in programs provided by Newark Public Schools (children who attend any private or religious school, or who do not attend any school).

If Newark Public Schools determines that your child has a disability, your child can receive special education services. Newark Public Schools may also be able to assist you by providing information about community groups or government agencies that assist children with disabilities.

For further information about screening or special education services provided by Newark Public Schools, contact any public school in Newark, or the private or religious school that your child attends. You may also call or write to Shawn Ferrara, Supervisor of Special Education, telephone number (973) 733-7313 (voice) at Newark Public Schools, 2 Cedar Street, Room 910, Newark, NJ 07102. If translation services are needed, they will be provided. If you require a TTY/TDD line please call Carol Ukstins at the Bruce St. School telephone number (973) 705-3819.



Cami Anderson  
State District Superintendent

Lauren Katzman, Ed.D.  
Assistant to the Superintendent  
for Special Education

THE NEWARK PUBLIC SCHOOLS  
Office of Special Education  
2 Cedar Street – Room 910  
Newark, New Jersey 07102-3091  
973.733.7313  
(Fax) 973.733.8811



Christopher D. Cerf  
Commissioner of Education

**Newark Public Schools  
Section 504  
Annual Publication of Notice to Parents/Guardians  
Policy of Nondiscrimination on the Basis of Disability in Programs and Activities**

Dear Parent or Guardian:

1. Section 504 of the Rehabilitation Act of 1973 is federal civil rights legislation for person with disabilities. The legislation is designed to prevent any form of discrimination based on disabilities.

Under Section 504, a person is considered to have a disability if that person:

- 1) has a physical or mental impairment which SUBSTANTIALLY LIMITS one or more of such person's MAJOR LIFE ACTIVITIES,
- 2) has a record of such impairment, or
- 3) is regarded as having such on impairment

The act defines MAJOR LIFE ACTIVITY as ... functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.

To find out if your child is eligible for Section 504 services:

1. Contact the principal to make formal request for assistance for your child. Be prepared to discuss your child's special needs, and how it is affecting one or more major life activity, or contact the Newark Public Schools' 504 district coordinator, Louisa Wuebbens (973-733-8792) to receive 504 information and guidance concerning the district's 504 procedures.
2. Once you provide the necessary information, and after further investigation and assessment, a decision will be made about whether your child is eligible for Section 504 services. You will be asked to participate in the assessment(s) and determination of eligibility. You will be informed of the decision within 30 days of the determination.
3. If your child is eligible for Section 504 services, a 504 Accommodation Plan will be developed to insure implementation and documentation of services.
4. If the parent/guardian disagrees with the determination made by the district they have the right, under Section 504 to procedural safeguards. Section 504 regulations describe the following rights for parents and students:
  - right to be informed by the district of specific due process rights
  - right for the child to have access to equal academic and non-academic school activities
  - right for the child to have an appropriate education in the least restrictive setting, which includes accommodations, modifications and related services
  - right to notice regarding referral, evaluation, and placement
  - right for the child to have a fair evaluation conducted by a knowledgeable person(s)
  - right to an administrative appeal process
  - right to examine and obtain copies of all school records