



# Elmira City School District

Administration Building  
430 W. Washington Ave. • Elmira, NY 14901  
Phone: (607) 735-3000 • Fax: (607) 735-3001

March 17, 2020

A message for parents/guardians of students with disabilities,

During this emergency school closure, the Elmira City School District Committee of Special Education (CSE) and the Committee of Preschool Special Education (CPSE) will continue to hold Annual IEP meetings as scheduled. In an effort to support the containment effort of COVID-19 we are asking parents/guardians to participate by phone for these meetings. The CSE/CPSE chairperson will call parents to participate for the meeting.

If you have a particular phone number you would like to be contacted at you can call the chairperson or email them with that information 24 hours prior to the meeting, otherwise we will be utilizing the phone number listed in our electronic student data base.

Their contact information is listed below. Other committee members will participate in the meeting via remote conferencing services.

Suzanne Comstock : 735-3030 or [scomstoc@elmiracityschools.com](mailto:scomstoc@elmiracityschools.com)

Rebecca Trank: 735-3015 or [rtrank@elmiracityschools.com](mailto:rtrank@elmiracityschools.com)

Lea Tryon: 735-3051 or [ltryon@elmiracityschools.com](mailto:ltryon@elmiracityschools.com)

Sarah Woodward: 735-3033 or [swoodward@elmiracityschools.com](mailto:swoodward@elmiracityschools.com)

For Initial or Re-evaluation meetings, unless the evaluation(s) have already occurred the meetings will be delayed until school re-opens, so that staff have the opportunity to complete the evaluations for the meetings. Any CSE/CPSE Review meetings will also be postponed and rescheduled when school reopens. If your child had an initial, re-evaluation or review meeting currently scheduled the CSE/CPSE chairperson will be contacting you via phone to let you know that the meetings will not be held at this time.

We certainly understand the concern that this situation is creating for our families and we are working closely with New York State Education Department to ensure that we are following their directives regarding special education.

Thank you for your attention to this information and please feel free to contact me if you have any additional questions.

Best regards,

Dr. Joyce A. Carr  
Supervisor of Special Education and Student Support Services  
607-735-3082

[jcarr@elmiracityschools.com](mailto:jcarr@elmiracityschools.com)