



STATE OF CONNECTICUT
STATE DEPARTMENT OF EDUCATION



TO: Superintendents of Schools
Directors of Special Education and Pupil Services
Executive Directors of Regional Educational Service Centers
Special Education Directors of Regional Educational Service Centers
Chief Administrators of Approved Private Special Education Programs
Directors of Approved Private Special Education Programs

FROM: Bryan Klimkiewicz, Special Education Division Director
Katherine Matz, Special Education Bureau Chief

DATE: December 19, 2025

SUBJECT: Legislative Update Public Act (PA) 25-93 § 22 – Required Written Notification for Staffing Changes

As previously communicated in Series 2025-26: [Circular Letter: C1](#), effective July 1, 2025, [PA 25-93 § 22](#) mandates that each regional educational service center and private provider of special education services, shall send written notification to the parent or legal guardian of a student receiving special education services, the responsible local or regional board of education, and the Connecticut State Department of Education (CSDE) regarding all staffing changes that impact the provision of special education services not later than five business days from the occurrence of the staffing change.

For the purpose of this public act, staffing changes would include but not be limited to:

- Certified and Noncertified vacancies
- Long term absences (ten or more consecutive days)
- Assignments of Long-Term Substitutes

Written notification regarding all staffing changes must include any change in special education and/or related services provided to a student, if any, as required by their individualized education program (IEP), any changes to student to teacher ratios, and the plan to mitigate the impact of such staffing change on the student. In addition to the required information, the CSDE strongly advises programs to provide regular updates to parents and the sending district on the status of the staffing change.

Written notification to the CSDE can be made by accessing the following link: [Staffing Changes Notification to CSDE \(Public Act 25-93\)](#). The following information shall be included in the written notification to the CSDE:

- Date of the staffing vacancy
- Date the parent was notified
- Date the responsible local or regional board of education was notified
- Action the program is taking to address the staffing change

Please refer to the [Staffing Shortages Guidance Document](#) which includes important recommendations and resources to address staffing shortages in your program.

Thank you for your attention to this new requirement and your continued efforts to improve outcomes for students with disabilities.

Questions related to this new requirement can be directed to Bryan Klimkiewicz at Bryan.Klimkiewicz@ct.gov

cc; Charlene M. Russell-Tucker, Commissioner of Education, CSDE
Sinthia Sone-Moyano, Deputy Commissioner, CSDE
Laura Stefon, Chief of Staff/Legislative Liaison, CSDE