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| CITY OFFICE OF KRAKOW | Service sheet / external procedure no. EK-16 |
| | Issuing referrals for special education in a kindergarten (branch), in a public, integration, special case in a general school (branch), an integration, special case in a special educational centre, in a youth social therapy centre |
| <p>1. Handle the matter electronically Not applicable.</p> <p>2. Appendices Application for a referral for special education in kindergartens and mainstream schools, kindergartens, pre-school departments in primary schools and schools or integration departments, kindergartens and schools or special departments, other forms of pre-school education and the centres referred to in art. 2 point 7 of the Act of 14 December 2016 <i>Education Law</i> (Journal of Laws of 2017, no. 59, item 949).</p> <p>3. Sign language version</p> <p>4. Matter handled by</p> <ol style="list-style-type: none"> 1. Technical Education Unit, Special and Institutions, the Department of Education , of the City of Krakow, 18 Stachowicza, 30-103 Krakow 2. General Schools' Department, Department of Education of the City of Krakow, 18 Stachowicza, 30-103 Krakow <p>5. Documents from the Applicant (client)</p> <ol style="list-style-type: none"> 1. Request of parents / legal guardians of the child for a referral for special education - constituting an appendix to this procedure. 2. Original or copy of the decision regarding the need for special education issued by a public psychological and pedagogical counselling centre. <p>6. Fees The proceedings are not subject to fees.</p> <p>7. Form of settlement</p> <ol style="list-style-type: none"> 1. Referral to special education in the form of a letter obligating the director of the kindergarten / school / centre, in accordance with art. 127 par. 13, 14, 15 of the Act of December 14, 2016 <i>Educational law</i> (Journal of Laws of 2017 item 59, item 949) to provide the child / student with an appropriate form of education. 2. Address by the Mayor of the City of Krakow to the relevant local government unit / staroste who is the appropriate governing body for the kindergarten / school / centre, in accordance with art. 127 par. 13, 14, 15 of the Act of 14 December 2016 <i>Educational Law</i> (Journal of Laws of 2017 item 59, item 949), to issue a referral for special education in a kindergarten / school / centre located outside the Municipality of Krakow. <p>8. Deadline for settling Within one month from the day of the commencement of the proceedings, and in a particularly complicated case, no later than within two months from the date of initiation of the proceedings.</p> | |

9. Documents obtained in the proceedings

Request of parents / legal guardians of the child for a referral for special education - constituting an appendix to this procedure.

10. Appeal procedure

Not applicable.

11. Legal basis

Art. 127 par. 13, 14, 15 of the Act of 14 December 2016 *Educational Law* (Journal of Laws of 2017, no. 59, item 949).

12. Additional information for the client

1. Children / students are sent to kindergarten / school / centres according to age, education completed stage and type of disability.
2. In the case of a request for a referral to a kindergarten / school / centre, in accordance with art. 127 par. 13, 14, 15 of the Act of 14 December 2016 *Educational Law* (Journal of Laws of 2017 item 59, item 949), located outside the Municipality of Krakow, the Mayor of the City of Krakow will apply to the relevant local government unit / staroste who is the governing body for the kindergarten / school / centre, for a referral.
3. In a case where the child lives outside the area of the Municipality of Krakow, and in the given municipality / powiat there is no appropriate kindergarten / school / centre, it shall be arranged in accordance with art. 127 par. 13, 14, 15 of the Act of 14 December 2016 *Educational Law* (Journal of Laws of 2017 item 59, item 949), that the application together with the decision regarding the need for special education should be directed to the local government unit / staroste competent for the child's place of residence. A local government unit / staroste with a separate application, accompanied by a complete set of documents, asks for a referral to the Mayor of the City of Krakow.

Developed by:
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9.08.2017

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Date: 14.08.2017

Approved by:
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Korfel-Jasińska Date:
14.08.2017