

Special Education Services Eligibility and Characterization Committee

[Amendment No. 11 to the Law](#) came into force in the 2020-21 school year. It stipulates that the Eligibility and Characterization Committee shall determine the eligibility of children with special needs for special education services. The committee, headed by a Ministry of Education representative, shall determine and characterize students' eligibility for special education services and investigate the students' function level and scope of the resource basket. The committee members include representatives from:

- the local authority/municipality,
- the Ministry of Education,
- the psychological-educational service,
- the Parents Association.

The appropriate educational framework shall be determined following the committee's decision.

[The committees' format](#)

Summons and the date of the committee shall be sent to parents by post and text message.

Please note: The video call will be made through the Zoom app.

Here is a link to download the app on your Android device:

<https://play.google.com/store/apps/details?id=us.zoom.videomeetings>

Here is a link to download the app on an iPhone:

<https://itunes.apple.com/us/app/id546505307>

You will receive a link a few minutes before the video discussion starts.

Please note: We try to give each student the necessary discussion time that would benefit their case, and there may also be delays due to technical and technological difficulties. We kindly ask for your patience if your child's discussion is delayed. You will be given the full attention and time required.

[Who may submit a request for a hearing in the Eligibility and Characterization Committee?](#)

Applications can be submitted by:

- The parents or their child
- Multi-disciplinary team
- Local Education Authority Representative
- A public organization authorized to do so by the Minister of Education
- A representative of the welfare services authorized to do so by the Minister of Labor and Social Affairs and Social Services

[What do special education services include?](#)

Special education services include a varying package of educational and therapeutic assistance, depending on the chosen track, the child's needs, and the function level assigned to each child.

Once the Committee discussions end, parents receive (by post) the minutes of the committee's discussions and a letter indicating the committee's decision, where the parents' choice is indicated:

- Regular classroom in a regular educational setting
- Special education classroom in a regular educational setting
- Special Education Setting

Children placed in a regular educational setting that provides special education services will get these services as a personal package that can include: weekly teaching hours, teaching, care or assistance-related.

IMPORTANT: The scope of the aforementioned package is individual, but services can be provided in groups, according to the child's particular needs, in accordance with the decision of the multi-disciplinary team and in collaboration with the parents. If support is provided to groups of children entitled to special education services, only the personal fraction of the personal package will be considered and utilized.

[Who is eligible for special education services?](#)

Children with special needs who have been diagnosed as such by a professional ([list of professional entities – see Appendix 2](#)), for whom the Eligibility and Characterization Committee has determined the eligibility and scope of special education services.

The Committee's decisions are adapted to the needs and function level of each child, including the cognitive, academic, linguistic, emotional, social, communicative, functional independence and organization areas.

[How can parents whose children are in a municipal education setting submit documents to the Committee?](#)

In municipal educational settings (kindergartens and schools), documents shall be submitted through the educational staff, who will do so by March 31, 2023. Parents who do not wish to submit the documents through the educational setting may submit the material directly to the Committee's chairman by email: hanish@education.gov.il. You can also contact the heads of the Committee by phone at 0733937659.

[How can parents whose children are in private educational settings \(and have not registered in municipal settings or are about to enroll into pre-preschool \(TROM TROM HOVA\) settings, submit documents to the Committee?](#)

- Parents whose children study in private educational settings will be registered in the registration and placement system for municipal preschools or first grades. After registering, the documents listed below shall be submitted through the Special Education Department to the e-mail: zakaut_tlv_tel_aviv@education.gov.il.

The documents must be submitted as part of a request for a hearing by the Eligibility and Characterization Committee by March 31, 2023.

Please provide the child's name and ID number in the email header, and attach the following documents:

1. A letter detailing the reasons for the request to hold a hearing in the Committee*
2. Acceptable documents pertaining to the diagnosis of disability, as detailed [in the amendment to the law](#)*
3. Up-to-date hearing and vision tests (required for the first hearing only)*
4. [Parents' questionnaire](#).
5. [Kindergarten teacher's questionnaire](#) (if the child is enrolled in a private kindergarten).
6. [Waiver of Confidentiality Form](#)*

* Mandatory documents

- Each document should be saved and attached as a separate PDF file.
- The documents shall be submitted for you on the Ministry of Education website.
- For inquiries regarding the receipt of the documents to the Committee, please call the Ministry of Education directly by phone 0733937659.
- After receiving the Ministry of Education's confirmation that the application had been opened, the Special Education Department shall send you by registered mail a summons to the Eligibility and Characterization Committee.
- The summons will be sent by post and text message to the address and telephone number as updated by the municipality.

If you changed your address or phone number recently, please check with the Education Service Center (see the below contact details) that your details are up to date.

[We submitted a request to the Committee. When will the hearing take place?](#)

- Discussions regarding students attending kindergartens and those enrolling in the first grade will be held until May 31. The Committee's decision is valid for the next school year.
- In exceptional cases, with the approval of the District Director and in consultation with the District Supervisor for the Eligibility and Characterization Committees, hearings will be held even after the scheduled date to examine realization of the eligibility in the current school year.

[What should one know in preparation for the Committee?](#)

It is very important to come to the Committee hearing with all the submitted documents, in case you are required to present them at the hearing. Furthermore, you can present additional documents you see fit, to the Committee.

The parents must participate in the hearing. It is also possible to invite the child, at the discretion of the parents, as well as other invitees of their choice. Divorced parents should come together, or one of them must bring a Power of Attorney from the other parent.

How is the educational setting chosen?

- Once the hearing ends, you will receive the Committee's decision regarding the special education services to which your child is entitled.
- Based on this decision, you can choose the type of educational setting for your child, thus the optimal placement will be determined to meet the needs that have been diagnosed and characterized (see below: 'Placement in the Educational Setting').
- If the Eligibility and Characterization Committee finds, based on the opinions of the therapeutic bodies, that there is a real concern of harm to the well-being of your child or the well-being of others in the chosen educational setting, you will be invited to another hearing where you have an opportunity to voice your opinion. If, after this hearing, there is still disagreement about the type of setting, the matter shall be brought for discussion to the Director of Division A (or Deputy) of the Special Education at the Ministry of Education.
- The decisions of the Eligibility and Characterization Committee are valid for the following academic year and for three years in total.

How is the placement determined for the educational setting?

- Students found eligible for special education services and whose parents have chosen a special education class or an inclusive school will be placed by the Placement Committee in the Special Education Division.
- Students found eligible for a regular classroom in a regular educational setting, or whose parents have chosen a regular educational setting, will be placed by the Education Service Center.
- To complete the process, you must send the Education Service Center [a registration form](#) for the kindergarten or [school](#) as per the contact details listed below.
- Students for whom the Eligibility and Characterization Committee has determined their eligibility for special education services and whose parents choose the type of framework for them, will announce their choice to the committee at the end of the discussion. Parents who need time to deliberate over their final decision can announce their choice via the [parental choice form](#). It must be filled out and forwarded, within 14

days from the date of receipt of the Committee's notice, through the educational framework or to the secretariat of the special education division by email or fax (according to the contact details below). Parents may change their choice until June 25, 2023. After this date, it will not be possible to change the selection.

- If you choose to change your choice from a regular education setting to a special education setting, or vice versa, the placement shall be based upon availability.
- If the parents' notification of their choice is not received within 14 days, the Committee shall determine the appropriate type of educational setting according to the recommendation of the Committee members.

[How can one appeal the Eligibility and Characterization Committee's decision?](#)

The Objections Committee operates under the Special Education Law and is held by the Ministry of Education. The Committee is headed by the District Director or representative thereof.

The Committee discusses parents' objections to the decisions of the Eligibility and Characterization Committee only.

If you wish to contest the Eligibility and Characterization Committee's decision, before the Objections Committee, you must submit your application to the Ministry of Education [via the online form](#).

[Can we apply late?](#)

As of 01.04.2023, it is impossible to submit new applications to hold an Eligibility and Characterization Committee hearing, for the 2023-2024 academic year.

Any discussion concerning applications submitted after the deadline requires the approval of the District Exceptions Committee to hold an Eligibility and Characterization Committee in a timely manner.

Submitting an application to the Eligibility and Characterization Committee after the deadline –applications will be forwarded to the Ministry of Education's Special Education Supervisor, through the preschools or school staffs.

Click [here](#) to submit a request for a Committee hearing on an exceptional date.

Click [here](#) to submit a request for a Committee hearing on an exceptional date for Ultra-Orthodox (Haredi) educational setting.