



**New York City Department of Education**  
**Office of School Wellness Programs**  
*Lindsey Harr, Executive Director*

**Adaptive Physical Education FAQs for Principals**

**What is Adaptive Physical Education?**

In New York State (NYS), all elementary and secondary students must receive physical education as a part of their educational program. The federal law *Individuals with Disabilities Education Act* (IDEA, enacted by Congress in 1975) entitles all students with disabilities to receive a free, appropriate public education, including appropriate physical education. Adaptive Physical Education (APE) is vitally important to the quality of life for students with disabilities.

APE is developmentally appropriate physical education. APE teachers adapt, modify, and/or change a physical activity so that it is as appropriate for the person with a disability as it is for a person without a disability. Physical education class and physical activities can be modified and/or changed in numerous ways. The goal is for **ALL** students to fully participate in an appropriate physical education program.

**Who is qualified to teach APE in New York State?**

According to [NYS Commissioner's Regulation 135.4](#), APE instruction for students ages 5-21 must be provided by a certified physical education teacher. Students who are recommended for APE on their IEP must receive a program of adaptive physical education taught by a licensed PE teacher. The NYS document, [Adaptive Physical Education Regulations, Recommendations, and Resources](#), provides additional information on APE instruction.

**Who coordinates APE for non-D75 elementary schools in need of a teacher?**

APE is centrally coordinated by the Office of School Wellness Programs (OSWP), which provides elementary schools with an allocation for each APE teacher's salary and oversight of each teacher's schedule.

**Do the APE teachers report directly to the Office of School Wellness Programs?**

No. OSWP oversees teachers' schedules, equipment needs, assessment tools, administrative issues, travel reimbursement, and events planning, in addition to providing general support for APE teachers.

**Who is in charge of payroll, attendance, and C.A.R. for APE teachers?**

APE teachers may service more than one school. However, each teacher is assigned to one "payroll school," which is given the allocation for the APE teacher's full salary. The payroll school oversees all matters pertaining to attendance, payroll and C.A.R. The allocation for the teacher's salary will remain at the "payroll school."

All APE teachers are required to follow the timekeeping procedure of each school they service. Therefore, if a particular school's practice is for its itinerant teachers to use a timecard, the APE teacher does the same; if the practice is that teachers are required to sign an attendance book, APE teachers must follow that protocol. Each principal will determine the timekeeping procedure the teacher will follow for his/her building.

In the event of an absence, the APE teacher is required to call all schools he/she services on that day. The payroll school is responsible for recording the absence.

**Who is responsible for evaluating and rating APE teachers?**

The payroll school principal submits the teacher's yearly rating with feedback from the other principals. It is highly recommended that the principal of each school with an APE program should observe and evaluate the APE teacher, just like every other teacher in the school.

**Who is in charge of travel reimbursement for APE teachers?**

Teachers requesting reimbursement for travel must do so through the TRAC system and submit their requests to OSWP. The approving officer for APE travel reimbursements is Tong Ngo ([APE@schools.nyc.gov](mailto:APE@schools.nyc.gov)).

**How are APE teachers assigned? Who approves APE teacher schedules?**

APE teachers receive their school assignments and caseload of students based on the Projected Register Report prior to the start of the school year from OSWP. The APE teachers then determine if the Projected Registered Report accurately reflects the students present in the school. APE teachers also work with each school to identify any additional students who are not listed on the Projected Register Report and who have APE mandated on their IEP. Based on this information, each APE teacher drafts a schedule to ensure that all mandated students have been scheduled for APE. Each APE teacher then submits his/her draft schedule to be reviewed and approved by OSWP. In the event that caseload adjustments must be made by the APE teacher or school (e.g., APE decertification) during the school year, the teacher (with principal approval) must provide a new schedule, as well as student and program information, to the Office of School Wellness Programs. Also, the teacher must inform all principals of the other schools the teacher serves of schedule changes.

**Are APE teachers able to access SESIS to review student IEPs?**

APE teachers will automatically have access to SESIS at their respective payroll schools, but not at non-payroll schools. Therefore, each non-payroll site must add the APE teacher onto the Galaxy payroll system as a non-paid employee so he or she can then be assigned access to the SESIS at the school. (For more information, click SESIS information on the intranet [here](#) or contact the SESIS helpdesk at (718) 935-2985.)

**How many minutes of instructions do APE teachers provide per day/week?**

All teachers are expected to teach no less than 1,000 minutes per week plus the 37 ½ minutes extended day four times a week.

**Can APE teachers be asked to do additional teaching or tasks?**

No. APE teachers are placed in schools solely to provide APE to students for whom it is mandated. They may not take on additional teaching responsibilities or provide coverage for other teachers.

**What kinds of professional development opportunities will be available this year for APE teachers?**

OSWP will offer a wide range of trainings and SESIS technical assistance sessions throughout the year. A complete schedule of workshops will be available shortly and will be posted on ProTraxx ([click here](#)).

**For additional questions and support contact:**

**Tong Ngo,**  
(917) 207-0716  
[APE@schools.nyc.gov](mailto:APE@schools.nyc.gov)

**Elaine Postler**  
(646) 660-4913  
[APE@schools.nyc.gov](mailto:APE@schools.nyc.gov)