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**IDEA Checklist: Private School Participation/Parentally Placed Tip Sheet**

What is in the IDEA Grant in CCIP? 	Clarification of Requested Information 	Review Rubric 
 How is this item referenced in the IDEA checklist?  What information is requested in the grant section?	<p style="text-align: center;"><b>What is the item really asking?</b></p>	<p style="text-align: center;"><b>What is the reviewer “looking for” in the grant response?</b></p>
 <b>Date of Consultation/Meeting</b>   Date of Consultation/meeting with representatives of private school to discuss children with disabilities	<p>Enter Date of the annual Meaningful Consultation Meeting</p>	<p>The date of consultation/meeting must be prior to the date on which the grant is submitted in NC CCIP.</p>
 <b>Communication Regarding Equitable Participation and the Process</b>   The LEA must consult with private school representatives and representatives of parents of parentally-placed private school children with disabilities regarding the <u>child find process and equitable participation</u> . (NC 1501-6.5 Indicate how parents, teachers and private school officials will be informed of the process and how parentally placed private school children suspected of having a disability can participate equitably; (300.134)	<p>Describe how the LEA notifies and informs private/home school representatives, along with parents and teachers regarding:            a.) child find process, and            b.) equitable participation in the referral and evaluation process for private school children suspected of a disability.</p>	<p><b>CHILD FIND NOTIFICATION</b></p> <ul style="list-style-type: none"> <li>Explain how representatives of private school children are <b>notified</b> of and included in the child find processes of the LEA.</li> </ul> <p><b>EQUITABLE PARTICIPATION IN REFERRAL AND EVALUATION</b></p> <ul style="list-style-type: none"> <li>Describe any ongoing efforts to provide equitable participation to private school children in the referral and evaluation process</li> <li>Describe the process for addressing a referral for special education (third-party or parent) when received from a private school representative/ parent. (i.e. process, evaluation, team membership)</li> </ul>

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<p> <b>Timely/meaningful consultation occurrence</b></p> <p> Give a description of how <u>timely and meaningful consultation occurs</u> with private school representatives and representatives of parents of a parentally placed private school child with disabilities during the design and development of special education and related service provisions for parentally-placed private school children with disabilities. (300.134)</p>	<p>Describe the following aspects of the Meaningful Consultation meeting:</p> <ol style="list-style-type: none"> <li>Meeting details</li> <li>Notification regarding the meeting</li> <li>Notification about equitable participation</li> <li>Proportionate Share Plan discussion</li> </ol>	<p>MEANINGFUL CONSULTATION</p> <ul style="list-style-type: none"> <li>Describe Meaningful Consultation Meeting (i.e. location: face to face/ virtual/phone consultation, frequency, collaboration with other federal programs/LEAs).</li> <li>Describe the process utilized by the LEA to <b>notify</b> representatives of private school children of the annual Meaningful Consultation meeting.</li> <li>Explain how representatives of private school children are <b>notified</b> of equitable participation by the LEA, including the decision regarding the proportionate share plan of the current grant.</li> <li>Describe the content shared with private school representatives: <ul style="list-style-type: none"> <li>For example: explain equitable participation and proportionate share, previous proportionate share services provided, previous expenses for services provided, or other information that was shared with private school representatives during the meeting.</li> </ul> </li> </ul>
<p> <b>Ongoing collaborative process</b></p> <p> The consultation process among the LEA, private school officials, and representatives of parents of parentally-placed private school children with disabilities should be <u>ongoing</u> to ensure that parentally-placed children with disabilities identified through the child find process can <u>meaningfully participate</u> in special education and related services. Give a description of how the process operates throughout the year. (300.134)(c)</p>	<p>Describe how the consultation process will operate throughout the year so that eligible students can meaningfully participate in special education and related services as outlined in the current proportionate share plan.</p>	<p>ONGOING COLLABORATION</p> <ul style="list-style-type: none"> <li>Explain how questions from representatives/parents are addressed and/or funneled and responded to by the LEA. <ul style="list-style-type: none"> <li>For example, Include information regarding specific contact designated at the LEA level or communication processes that are followed.</li> </ul> </li> </ul>

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<p> <b>Service Plans development</b></p> <p> Give a description of <u>how</u> (each parentally placed private school child with a disability who has been designated to receive services) <u>the Service Plan is developed</u> addressing the specific special education and related services the LEA will provide.</p>	<p>Once initial eligibility is determined, describe how FAPE is offered to students and families and if declined, then describe PSSP development and the offer of proportionate share services.</p>	<p>SERVICE PLAN DEVELOPMENT</p> <ul style="list-style-type: none"> <li>● Explain how an IEP is developed and offered to a newly eligible private school student</li> <li>● Describe the development of a Private Services Plan for an eligible student whose parent declines an offer of an IEP. <ul style="list-style-type: none"> <li>○ For example, describe team membership in the development of an initial plan.</li> <li>○ For example, describe how plans are developed annually based on the determination of proportionate share services for the upcoming year.</li> </ul> </li> </ul>
<p> <b>Proportionate Share Funds use/Services Provision ( Which students? What? How/By Whom? Where?)</b></p> <p> Based on the proportionate share of Federal funds available to serve parentally-placed private school children with disabilities LEAs must make a determination of service provisions. Give a description of how parentally placed children are provided services using a proportionate share of Part B funds. Be specific in describing the types of services, including direct services and alternate service delivery mechanisms, how, where and by whom special education and related services will be provided for parentally-placed private school children with disabilities. Describe how special education and related services will be apportioned if funds are insufficient to serve all parentally-placed private school children and how and when those decisions will be made. (300.134)(d)</p>	<p>Describe how proportionate share funds will be offered, to include the following:</p> <ol style="list-style-type: none"> <li>a. Types of services</li> <li>b. How services will be provided</li> <li>c. Where services will be provided</li> <li>d. Who will provide services</li> </ol> <p>If funds become insufficient for implementing the original proportionate share plan, explain what will happen and how those efforts will be communicated.</p>	<p>PROPORTIONATE SHARE PLAN FOR THIS GRANT YEAR</p> <ul style="list-style-type: none"> <li>● Given the input provided by private school representatives/parents in the recent meaningful consultation process, describe the proportionate share service plan that will be included in this new grant application. Include the following required components: <ul style="list-style-type: none"> <li>○ What types of services will be offered/provided (i.e. type of special education, type of related services)</li> <li>○ How and where will the services be provided by the LEA to students with private service plans</li> <li>○ Who will provide the services</li> <li>○ What happens to services when funds are expected to run out <ul style="list-style-type: none"> <li>■ For example, explain the possible decision (i.e. same services will be provided through supplemental funding sources, services will be modified, services will cease).</li> </ul> </li> </ul> </li> </ul>

		<ul style="list-style-type: none"><li>○ How will the decisions about apportioning services when funds run out be communicated to parents, private school and homeschool representatives?</li></ul>
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***SPECIAL NOTE:*** *If during the consultation, the representatives from a private school recommend services the LEA decides not to provide, the LEA must send a written response to the representatives explaining what will be provided and why the LEA decided not to provide a recommended service. (This written notification should be kept on file by the LEA for future reference.)*

**Important Resources:**

[NC Directory of Private Schools](#)

[NC Directory of Registered Home Schools](#)