

# Documentation of Public/Private Consultation with Representatives of Parentally-placed private school children with disabilities

The Individuals with Disabilities Education Act (IDEA) requires timely and meaningful consultation among the public school district, officials of private schools, and representatives of parents of parentally-placed private school children with disabilities within their jurisdiction. To ensure that this consultation meets all of the requirements of the IDEA, districts are encouraged to document decisions made during the consultation process on the attached pages and to share the completed plan with the private school representatives involved in the consultation. The completed document may be made available to both public school parents, officials of private schools and parents of students attending private schools within the jurisdiction of the public school and the general public via the district's website. This document may also be used during the district's special education monitoring held in conjunction with the Missouri School Improvement Program (MSIP) or a documentation request in connection with a Child Complaint investigation.

To ensure that the timely and meaningful consultation required by the IDEA occurs, the local educational agency, or the State educational agency where appropriate, must consult with private school representatives and representatives of parentally-placed private school children with disabilities during the design and development of special education and related services for children with disabilities on the required topics listed below. At least annually, local districts in Missouri are required to consult with private school officials and representatives of parents of private school students with disabilities. This consultation may take place either in a face-to-face meeting or through other means such as a teleconference or videoconference. Ongoing consultation is encouraged to ensure that all eligible private school children are identified throughout the year and have an opportunity for equitable participation in special education services. Note that an annual consultation may not be adequate. Consultation may need to occur more frequently throughout the year to ensure timely and meaningful consultation during the design and development of special education and related services for parentally placed private school children with disabilities. The following topics must be discussed during the consultation process:

- the child find process and how parentally placed private school children suspected of having a disability can participate equitably in special education and related services, including how parents, teachers and private school officials will be informed of the process
- The determination of the proportionate amount of federal funds available to serve parentally placed private school children with disabilities, including determination of how the amount was calculated
- the consultation process among the local educational agency, private school officials, and representatives of parents of parentally placed private school children with disabilities, including how the process will operate throughout the school year to ensure that parentally placed private school children with disabilities identified through the child find process can participate in special education and related services
- How, where and by whom special education and related services will be provided for parentally placed private school children with disabilities, including a discussion of types of services, including direct services and alternate service delivery mechanisms, how such funds will be apportioned if funds are insufficient to serve all children, and how and when these decisions will be made;
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- How such services will be apportioned if funds are insufficient to serve all children and
- If the local educational agency disagrees with the views of the private school officials on the provision of services or types of services, whether provided directly or through a contract, how the local educational agency shall provide to the private school officials a written explanation of the reasons why the local educational agency chose not to provide services directly or through a contract.

Note: Parentally-placed private school children include children in private, parochial and home schools.

**Documentation of Consultation:**

**Participants**

<b>Name</b>	<b>Role</b>	<b>Agency Name</b>	<b>Method of Participation</b>	<b>Date</b>

**Describe the points of discussion during the consultation process for each topic listed below:**

1. How can parentally-placed private school children suspected of having a disability participate equitably in special education and related services?
2. How will parents, teachers, and private school officials be informed of the process for locating, identifying and providing services to parentally-placed private school children?
3. What is the amount of funds available to provide services to parentally-placed private school children with disabilities and how was that amount calculated [see DESE calculation worksheet]?
4. How will the process operate throughout the school year to ensure that parentally-placed private school children with disabilities identified through the child find process can participate in special education and related services?
5. How will special education and related services be provided to parentally-placed private school students with disabilities?
6. Where will special education and related services be provided to parentally-placed private school students with disabilities?

