

Wakulla County School District  
**PROCEDURES FOR PRIVATE SERVICE PROVIDERS**

Under Florida Statute 1003.572, school personnel are to collaborate with certain private instructional personnel hired by parents to provide services to students with disabilities, which includes certified/licensed ABA therapists, SLPs, OTs, PTs, psychologists and clinical social workers. We welcome the opportunity to collaborate with such private providers in order to, among other things, coordinate services and plans between public school and private instructional personnel. The following procedures apply with respect to collaboration of public and private instructional personnel.

- All qualified private instructional personnel must be cleared as a Level 2 Vendor through the Wakulla County School Board Human Resource Department and receive a photo ID vendor badge. Please call the Human Resource Department at 850-926-0065 extension 245 to schedule an appointment.
- All qualified private providers must provide the school with consent for release of information and student contact signed by the parent or legal guardian or with a court order authorizing the release of personally identifiable information about the student.
- At least 24 hours prior to visiting, the qualified private provider must contact the student's teacher to arrange for a mutually agreed upon date and time to visit the public school site for collaboration, observation or provision of services in the public educational setting. The teacher will notify the principal of the time, place and purpose of the visit and the principal will either consent to the time and place or ask that the time for collaboration be revised.
- At the agreed upon time, the qualified private provider will sign in at the school's front office, show his/her Level 2 Wakulla County School Board Vendor Badge and proceed to the classroom or designated area.
- The private provider will collaborate with the public school provider or observe/work with the student in an area designated by the student's teacher or public school provider. To protect the privacy of other students, the private provider will work with and/or observe the student individually.
- The teacher, therapist or other public school provider may not have time to consult with the private provider if she/he is busy instructing the class or serving other students. A meeting may be scheduled at another time if the private provider would like to discuss the goals of the student's care/therapy plan, goal(s) or progress. These meetings should be scheduled within the teacher's or other service provider's contract day and should be of a reasonable length and frequency.
- Teachers, therapist and other public school providers will provide data to private providers through checklists, anecdotal notes, and reports within a reasonable timeframe. The amount of data requested by the private provider should be reasonable for a classroom teacher or therapist to provide.
- Should the presence of the private provider create disruption to the instructional process, the school principal has the authority to discontinue the visit and/or future visits. Florida law dictates that the student's public instructional personnel and principal consent to the time and place of collaboration, observation and/or service provision by the private provider.
- Suggestions made by the private provider will always be considered by the student's IEP team when making instructional decisions for the student. Questions regarding private providers in the school setting may be directed to Wakulla County School Board, Director of Exceptional Student Education and Student Services 850-926-0065.