

SPPS Procedures for Enrolling Students with Disabilities as Homeschooled

Minnesota Statute § 125A.18 stipulates that students with disabilities voluntarily attending nonpublic schools including homeschooled students have the right to special education instruction and service. It is the responsibility of the school district to identify and serve these students. The following procedures will be carried out to identify, track and service students with disabilities who are homeschooled.

1. Student Placement Center Responsibility: Parent completes the Department of Education HomeSchool Full Report form. The Student Placement Office asks the parent if their child has a disability (i.e., has an IEP and receives special education services) or has been evaluated and found eligible for special education services. If yes, the parent is asked to complete the SPPS Supplemental Enrollment for Students Who Have a Disability and are Homeschooled.
2. Special Education Placement Person Responsibility: The completed Full Report and Supplemental Enrollment form is given to the Special Education Placement person assigned to the Student Placement Center. The Special Education Placement person carries out the following steps.
 - Based on home address, identifies the assigned Area school that the student would attend if the student was enrolled in a SPPS public school.
 - Obtains special education records (e.g., ER, IEP, etc.) from the former school that the student attended.
 - Identifies the school psychologist who services the assigned Area school.
 - Contacts the school psychologist and sends: (1) HomeSchool Full Report form, (2) Supplemental Enrollment Form and (3) special education records.
3. Assigned School Psychologist Responsibility. The school psychologist carries out the following activities:
 - Reviews the special education paperwork to ensure that it is in compliance. If not in compliance, will need to talk to the parent and child study team about steps that need to be taken (e.g., evaluation, IEP, etc.)
 - Contacts the parent to verify that the student is a resident of SPPS, is homeschooled and has a disability.
 - Asks the parent if they want special education service through SPPS for their child.
 - If the parent wants service and the paperwork is not in compliance, need to let the parent know that service can be provided while paperwork corrected/update.
 - Explain to the parent that homeschooled students receive special education services at their child's assigned Area school based on their home address.
 - School psychologist works with child study team to complete an IEP (and ER, if necessary) and arrange for special education services through the assigned school.
 - If the parent declines service, the school psychologist works with child study team to complete a PWN indicating the following: