

NON-RESIDENT STUDENTS – SPECIAL EDUCATION SERVICES

Students qualifying for special education services and who attend a nonpublic school for their general education are entitled to receive special education services from the school district where the nonpublic school is located. The district will bill the district of residence for any special education services provided to nonresident students who receive special education services at the District and attend a nonpublic school located within District boundaries.

The Assistant Superintendent for Pupil Personnel will be responsible for identifying all nonresident students that are receiving special education services, determining the District of Origin, calculating the appropriate costs for which to seek reimbursement, and having contracts prepared for submission to the Board of Education for approval.

The Assistant Superintendent for Pupil Personnel will have a member of his/her staff prepare invoices no later than November 30th of the school year following the delivery of such services.

The Senior Accountant, under the supervision of the Assistant Superintendent for Business, or designee, will compare the contracts that are approved by the Board of Education to the invoices generated by the Office for Pupil Personnel Services, to determine if invoices have been generated for all nonresident students that the District provided special education services to confirm that all students have been billed for services rendered.

Adopted:

January 28, 2013

Revised:

January 23, 2023