St. Cloud Area School District 742

Danielle Mehr

Executive Director
Special Education

Dear Parent(s):

I am writing to explain your rights under the Individuals with Disabilities Education Act (IDEA) which requires public school districts to identify children who have disabilities in private schools within its district boundaries.

If you have concerns with your child's academic performance, communication, health or physical status, cognitive functioning, social/emotional or behavioral skills, motor skills, or functional skills, you may seek a screening and an evaluation through the St. Cloud Area School District 742 Special Education Department. The evaluation will be designed to determine whether or not your child has a disability as defined by eligibility criteria in Minnesota Rules 3525. For children who are found eligible to receive special education services, parents will be invited to participate on a planning team that will review the information and propose services. The process is as follows:

1. The parent and the private school teacher should discuss identified concerns regarding the student's academic performance, communication, health or physical status, cognitive functioning, social/emotional or behavioral skills, motor skills, or functional skills. If both parties agree, the teacher will then gather information and conduct pre-referral interventions. If concerns persist and performance is discrepant from classmates/typically developing peers, the teacher will obtain a release of information from the parent and will submit pre-referral information to the principal or designee. The principal may contact the public school psychologist to consult or initiate referral.

2. The school psychologist will review pre-referral information and interventions. He/she may contact the parent, teacher, and/or principal for additional information or consultation.

3. The parent will be invited to an assessment determination meeting that will be held at a mutually agreed upon location. Representatives from the private school and public school special education staff will also be invited to attend. The team will review the information presented by the private teacher, the psychologist and/or other staff and make a decision on the appropriateness of an evaluation and if appropriate, areas to assess. An evaluation plan will be completed or alternative options will be discussed if an evaluation plan is not appropriate.

320-370-8075 danielle.mehr@isd742.org 1201 Second Street South Waite Park, MN 56387 lsd742.org

4. If an evaluation will be conducted, the parent will receive a written notice of the proposed evaluation for review and approval. The notice requires written permission by the parent prior to the public school conducting the evaluation.

5. Once written parental permission is received, the public school special education staff will conduct the evaluation. Parents will have an opportunity to provide further information about the child as part of the evaluation.

6. The planning team will complete an Evaluation Report and they will make a decision regarding the child's eligibility for special education.

Children eligible for special education services under Minnesota Rule 3525 will have an Individual Education Program (IEP) developed by a planning team consisting of the parent, public school special education staff, and private school staff.

Please let me or your private school principal know if you have questions about the communications between our public school and your private school regarding the identification process.

Sincerely,

Danielle Mehr
Executive Director
Special Education