Bentonville Schools

PROCEDURES FOR CONSULTING WITH PRIVATE SCHOOL/HOMESCHOOL

Consultation Purpose:

Each Local Education Agency (LEA) must locate, identify, and evaluate all children with disabilities who are enrolled by their parents in private, including religious, elementary schools and secondary schools located in the school district served by the LEA, in accordance with the requirements outlined in Section 3.02 of the IDEA. Child Find Requirements - Private Schools, Child Find DESE

Consultation Process:

Bentonville Schools engages in ongoing consultation with Private School officials and representatives of parentally placed private school and home school parents in regard to the following topics:

- The Child Find process and how parentally-placed private school and home school children suspected of having a disability can participate equitably, including how parents, teachers, and private school officials will be informed of the process.
- The determination of the proportionate share of federal funds available to serve parentally-placed private school and home school children with disabilities, including:
    - the determination of how the proportionate share of those funds was calculated;
- How the consultation process among representatives of the agency, the private schools, and the parents of parentally-placed private school children will take place, 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 meaningfully participate in special education and related services
- How, where, and by whom special education and related services will be provided, including:
    - a discussion of types of services, including direct services and alternate service-delivery mechanisms
    - how the services will be apportioned if funds are insufficient to serve all children
    - how and when decisions regarding services will be made
- How, if LEA representatives disagree with the views of the private school officials on the provision of services or the types of services whether provided directly or through a contract, the LEA will provide to the private school officials a written explanation of the reasons why the LEA chose not to adopt the recommendations of the private school officials. See 34 C.F.R. § 300.134(a)–(e).

Information regarding the initial consultation meeting will now be held in March or April in collaboration with Federal Programs. The meeting details are posted on the district's Facebook and website. Email invitations for this meeting are sent to private school officials and parent representatives of eligible private school and home school students. Additionally, Bentonville Schools provides for ongoing consultation with parents of eligible private and homeschool students and private school officials through telephone, email, etc. The Consultation process along with the agenda for the initial consultation meeting is posted on the district's website. Ongoing consultation efforts are captured on a Google spreadsheet.

Contact Marleah Purdy, Executive Director of Special Services or Aubrey Garza, Coordinator, regarding the consultation process.

Revised July 2025

Bentonville Schools

PROCEDURES FOR CONSULTING WITH PRIVATE SCHOOL/HOMESCHOOL

Student Referral Process:

- If a student is suspected to be a student with a disability in need of special education services, parents and/or private school officials should contact the Special Education Lead Facilitator for their building in which the private school/home school is located. When a referral is received, the building SPED Lead will complete the referral form with current vision and hearing results. Work samples, report cards, results of any standardized testing, private evaluation reports or medical reports should be attached.
- The SPED Lead Facilitator will coordinate with private school representatives and the parent to follow due process guidelines for Referral (including the private school rep, private school teacher), Evaluation, and the development of a Service Plan if the child is eligible for services and if the parent chooses for the child to access services. This process could take up to 90 days; however, staff attempt to complete the process as quickly as possible.
- The SPED Lead Facilitator, school psychology specialist, and special education provider will maintain close contact with private school officials and will consult with staff members as needed on an ongoing basis. Bentonville special services staff will also consult with parents and be available to answer questions about the Child Find and eligibility process.
- Student Service Plans are reviewed annually.
- Students are reevaluated every three years.

Step by Step Referral and Evaluation Procedures:

  - Referral data collection/Referral Form
  - Referral Conference
  - Parental Consent for Evaluation
  - Evaluation (up to 90 days start to finish)
  - Evaluation Programming Conference
  - Individualized Service Plan
  - Parental Consent for Placement
  - IEP Annual Review
  - 3 year re-evaluation (whether or not a student has a service plan)
- Determination of Eligibility (12 disability categories)
  - Evaluation / Eligibility Criteria 6.0
  - Eligibility Criteria & Programming Guidelines
- English Language Learners - Title III, Language Screener prior to referral. Have to rule out language issues vs disability.
- Speech Language - Articulation, Stuttering, Fluency, Language; Private Reports are only good for 1 year.
- Screening Information - Parent Permission for Observation
- Hearing and vision will need to be screened. It helps if this is done prior to a referral.
  - Contact the Building SPED Lead for the building the private school/homeschool is located.
  - Coordinate with BSD nurses to set up the screening at a local school building.
- The more information that is included on the Referral form, the better informed the team will be.

Revised July 2025

Bentonville Schools

PROCEDURES FOR CONSULTING WITH PRIVATE SCHOOL/HOMESCHOOL

When a student drops from private school, contact Jen Snow or Jennifer Martin for a request for records. If you received a records request from the new school district, please forward that to Jen Snow or Jennifer Martin so they can send the special education records. Jennifer Martin contact info: jemartin@bentonvillek12.org, 479-254-5065. Jen Snow contact info: kasnow@bentonvillek12.org, 479-418-7353

Revised July 2025