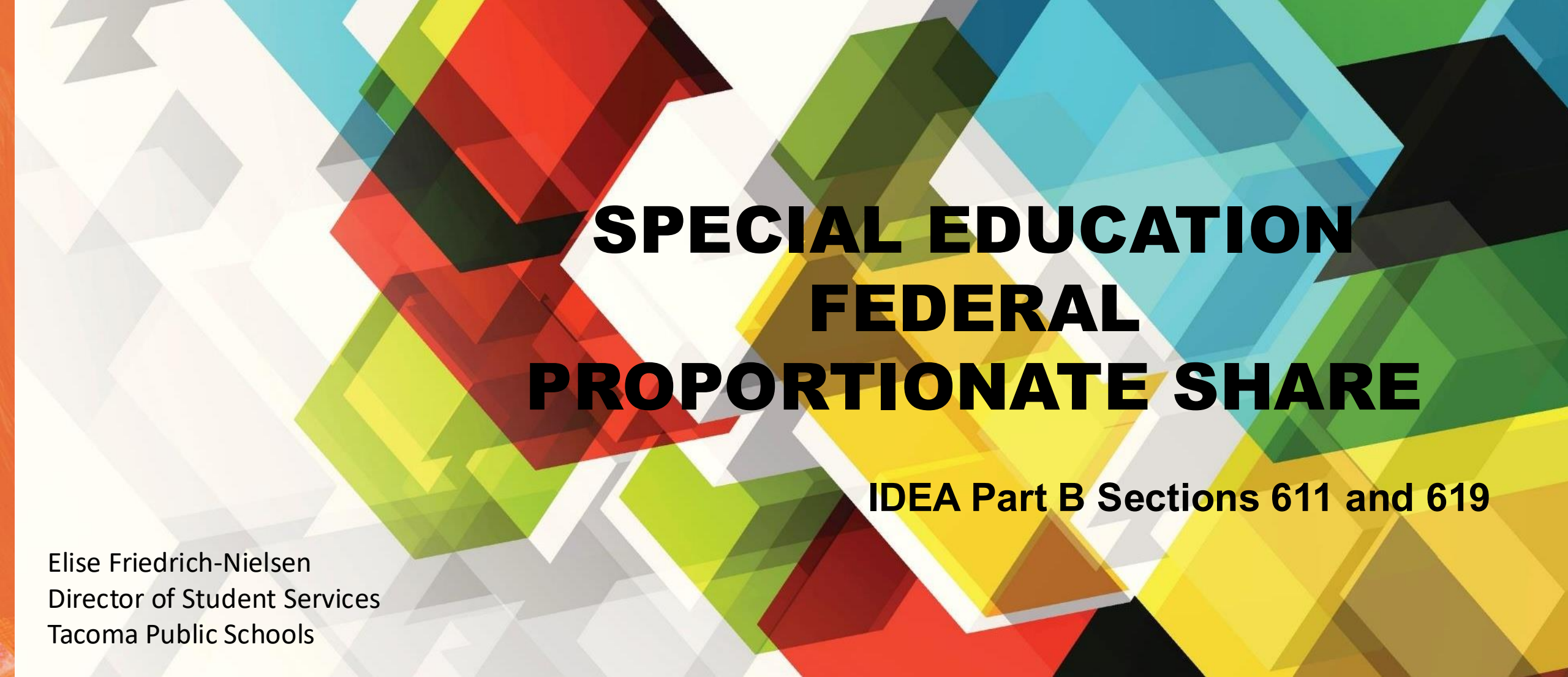




SPECIAL EDUCATION FEDERAL PROPORTIONATE SHARE

IDEA Part B Sections 611 and 619

Elise Friedrich-Nielsen
Director of Student Services
Tacoma Public Schools

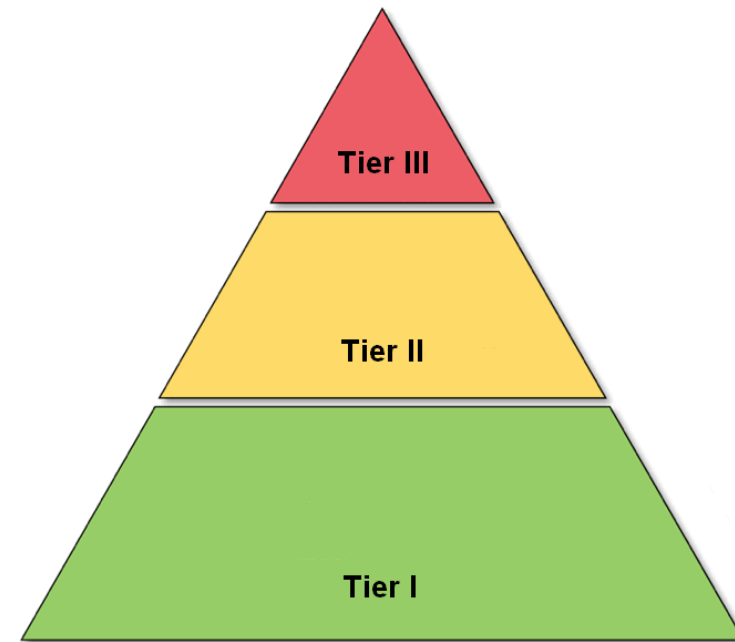
CHILD FIND

- Each school district has a duty to locate students residing within the district who might be in need of special education. This responsibility is called "child find." In order to meet its "child find" obligations, your district will have procedures in place to locate, identify, and evaluate students between the ages of 3 and 21 who are suspected of having a disability and may be eligible for special education and related services.
- If at any time you believe your student may need special education, you should contact someone at your student's school and contact Kalli Conner (kconner1@tacoma.k12.wa.us) at Tacoma School District to request that your student be evaluated for special education.

HOW DO STUDENTS QUALIFY FOR SPECIAL EDUCATION

Three Prongs of Special Education Eligibility

- ☐ Disability
- ☐ Significantly impacts your participation and progress in the curriculum or school setting
- ☐ Requires specially designed instruction to make adequate progress.



SPECIAL EDUCATION EVALUATION PROCESS

- ❖ Need identified
- ❖ Tiered intervention(s) implemented
- ❖ Data reviewed by student support team
- ❖ Consideration of revision(s) to intervention plan
- ❖ Referral
- ❖ Referral review process/evaluation consideration (25 **school days** from referral to make a determination whether to move forward with an initial evaluation)
- ❖ Evaluation - if determined appropriate (35 school days to complete an evaluation)
- ❖ Eligibility determination

WRITTEN EXPLANATION IF DISAGREEMENT

- If the school district disagrees with the views of the private school officials on the provision of services or the types of services, whether provided directly or through contract, the school district will provide private school officials a written explanation of the reason(s) why the school district chose not to provide services directly or through a contract.

SPECIAL EDUCATION OPTIONS AND **SERVICE PLAN REMINDERS**

Families of students who are eligible for special education services and enrolled in a private school have 3 options:

- 1) utilize part-time enrollment to receive services from TPS staff, or
- 2) utilize a service plan, or
- 3) opt out of services. Students remain eligible for services.

Service Plan Reminders

- Include at least one of the student's teachers in the service plan meeting
- Provide data to support decisions (test scores, progress monitoring, etc.)
- Include students turning 16 during that service plan year in the meeting

CONSULTATION PROCESS

The determination of needs, numbers and services is done at least annually through a consultation process with representatives of private schools and parent representatives.

- How do we want to provide services?
- How do we want to proceed if we anticipate funding is becoming limited?

PURPOSE: Local school districts must consult with private school representatives and representatives of parents of parentally placed private school students eligible for special education. When timely and meaningful consultation has occurred, the school district must obtain and retain a written affirmation signed by the representative(s) of participating private schools.

PRIVATE SCHOOL WRITTEN AFFIRMATION

By signing below as a private school representative, I affirm that the school district has engaged in timely and meaningful consultation during the design and development of special education and related services for parentally placed private school students with disabilities, as required by WAC 392-172A-04020.

Topic(s) of consultation included: *(Check all that apply)*

☐	The child find process and how parentally placed private school students 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 amount of federal funds available to serve parentally placed private school students with disabilities, including the determination of how the amount was calculated.
☐	The consultation process among the school district, private school officials, and representatives of parents of parentally placed private school students with disabilities, including how the process will operate throughout the school year to ensure parentally placed private school students with disabilities identified through child find can meaningfully participate in special education and related services.
☐	How, where, and by whom special education services will be provided for parentally placed private school students with disabilities, including a discussion of the types of services, including direct services and alternate service delivery mechanisms, how such services will be apportioned if funds are insufficient to serve all students, and how and when these decisions will be made.
☐	How, if the school district disagrees with the views of the private school officials on the provision of services or the types of services, whether provided directly or through contract, the school district will provide private school officials a written explanation of the reason(s) why the school district chose not to provide services directly or through a contract.
☐	Other:

Name of Private School Representative:	Name of Private School:
Signature of Private School Representative:	Date Signed:

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WRITTEN AFFIRMATION

You will be emailed the written affirmation.

Please complete and return to:

kconner1@tacoma.k12.wa.us

TACOMA SCHOOL DISTRICT CONTACTS

- **Kalli Conner** – Initial Evaluations and Written Affirmations
kconner1@tacoma.k12.wa.us
- **Julie Monson** – Service Plans
jmonson@tacoma.k12.wa.us
- **Jackie Youngblood** – Budget and Financial Compliance
budget2@tacoma.k12.wa.us
- **Elise Friedrich-Nielsen** - Private school consultations
253-571-1224

RESOURCES

[Private School Written
Affirmation](#)

[Questions and Answers on
Serving Children with
Disabilities Placed by Their
Parents in Private Schools
\(PDF\)](#)

[Serving Students Enrolled in
Private Schools Guidance
Chart \(www.k12.wa.us\)](http://www.k12.wa.us)