ST. MICHAEL - ALBERTVILLE SCHOOLS

EXCELLENCE IS OUR TRADITION

Dear Parent(s) or Guardian(s):

The nonpublic school, including home school, in which your child attends is located within the district boundaries of St. Michael-Albertville Public School District 885 (STMA). Per the Individuals with Disabilities Education Improvement Act (IDEIA), STMA Schools is therefore responsible for locating, identifying, and offering educational services to students with disabilities.

The purpose of this memo is to notify you of two possibilities:

1) If your child was previously evaluated by a Minnesota school district and found to be eligible for special education services and received services on an Individualized Education Program plan (IEP), STMA Schools stands ready to offer and provide special education services and related services. If you would like to pursue these services, please discuss options with your nonpublic school team and contact an STMA school district Special Education Building Coordinator at your child's grade level for next steps. Contact information is listed below.

2) 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 an evaluation through the STMA School District Special Education Department following interventions conducted within the nonpublic school. The evaluation will be designed to determine whether or not your child has an educational 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:

a. The parent and the nonpublic 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 your child is enrolled in homeschool, the parent should gather information and conduct pre-referral interventions. If concerns persist and performance is discrepant from typically developing peers, the teacher will obtain a release of information from the parent to share information and consult with STMA School District special education personnel, and will submit pre-referral information to the non-public school principal or designee. The principal or home school parent may contact a Special Education Building Coordinator to consult with the team during this pre-referral process.

b. A Special Education Building Coordinator will review pre-referral information and interventions. He/She may contact the parent, teacher, and/or principal for additional information or consultation.

c. Parents will be invited to a referral review 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 documented evidence presented by the nonpublic school teacher prior to the team making a decision on the appropriateness of an evaluation and areas to assess. An evaluation plan may be completed or alternative options, such as the continuation of appropriate interventions, will be discussed if an evaluation plan is not proposed.

d. If an evaluation will be conducted, the parent will receive a written notice of the proposed evaluation for review. The notice requires parent consent prior to the public school conducting the evaluation.

e. Once parent consent is received, the public school special education team will conduct and share results of the evaluation within 30 school days. Parents will have an opportunity to provide further information about the child as part of the evaluation.

f. The evaluation team will complete a summary report, outlining the child's eligibility for special education services and related services and educational needs that will drive the creation of an Individualized Education Program plan (IEP), if eligible. The STMA district may provide special education instruction and services at the nonpublic school building, a public school, or at a neutral site other than a nonpublic school. The STMA district determines the location, student by student.

Please let us, or your nonpublic school team, know if you have questions.

Sincerely,

Dr. Amy Larkin
Director of Special Services
(763)497-6507

Whitney Weber
Assistant Director of Special Education
(763)497-3180 ext.5170

Special Education Building Coordinators and Contact Information

Preschool & Kindergarten	Kimberly Andres	(763)497-2688 ext.1324	kimberlya@mystma.org
Elementary (grades 1st-4th)	Sheri Block	(763)497-4882 ext.2205	sherilynb@mystma.org
Middle School (5th-8th)	Cassandra Rule	(763)497-4524 ext.4217	cassandraru@mystma.org
High School	Sandy Hanson	(763)497-2192 ext.8014	sandrah@mystma.org