

North Dakota Department of Public Instruction



The Individuals with Disabilities Education Act **IDEA 2004 Students with Disabilities who Attend Private Schools**

**Policy Papers in Education
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Providing policy guidance to local school districts on important topics
State Superintendent Dr. Wayne G. Sanstead

The reauthorized Individuals with Disabilities Education Improvement Act (IDEA 04) was signed on December 2, 2004. The private school provisions became effective July 1, 2005. IDEA 04 retains much of the prior law regarding students with disabilities who attend private schools. IDEA 04 also makes some major changes, notably about the target population for Child Find and the consultation with representatives of private schools regarding the nature and scope of services the public school will provide. The subject of private school children with disabilities breaks down into **three major categories** that are reflected in the regulations.

In order to facilitate your use of this document, decide which of these categories best fits your particular situation and refer to that section for more detailed guidance.

1. Students placed in private schools by public agencies.
2. Students voluntarily enrolled in a private school by parents (parentally placed private school children with disabilities).
3. Students unilaterally placed in a private school by parents, due to disagreement about whether a student is receiving a free appropriate public education (FAPE).

1. Students Placed in Private Schools by Public Agencies (Regulations 34 CFR secs. 300.145 – 300.147)

The first category includes students placed in private schools by public agencies. In this situation the Individualized Education Program (IEP) team has made the decision to place a student with a disability in a facility based on the belief that an education there will fulfill the public school's obligation to provide a student with FAPE. Often times, these placements are made by the IEP team because the student's unique educational needs require another environment. This area of the law remains substantially untouched in IDEA 2004. In this category, the legal standards for the provision of special education and related services are exactly the same as if the student remained in the public school system. The placement is made in accordance with the district's placement procedures; all procedural safeguards remain intact; and the student continues to be an enrolled member of the placing school district.



Frequently Asked Questions about *Students placed in private schools by public agencies.*

1. Who is responsible for reviewing and revising the student's IEP?

The placing school district has two options. Once a student has been placed in a private school or facility, the placing school district may either initiate and conduct a meeting to review and revise the student's IEP, or it may arrange for the receiving school to conduct those meetings. If the placing school district arranges for the IEP meeting to be conducted by the private school or facility, the placing school district must ensure that its administrative representative attends the meeting, is involved in any decision about the student's program, agrees to any services provided and written into the IEP, and is responsible for ensuring that the placement is at no cost to the parents of the child. The placing school district must also ensure that procedural safeguards provided the student and the student's parents are intact. The Department has developed an informational worksheet for documenting the negotiated allocation of responsibilities between the placing school district and the receiving school. This worksheet is attached to this policy paper.

2. Who is responsible for providing and paying for extended school year (ESY) services for publicly placed students with disabilities?

The placing school district. The private school or facility providing educational services to publicly placed students is not responsible for ensuring that FAPE is provided. The placing public school district must provide the student with ESY services if the student needs those services. The private school district or facility may agree to provide extended day or year services under direction of the placing school district. If the private school or facility does not agree to the provision of needed ESY services, the placing school district must make alternate arrangements for those services.

3. May a public school place a student with disabilities in a private school or facility that does not meet state standards?

No. Under IDEA 04 regulations, public placements must be made to private schools or facilities that "meet the standards that apply to the state education agency and local education agency." This means the private school or facility must meet state approval standards for the operation of a private school as well as IDEA 04 requirements. Private schools in North Dakota that provide special education and related services to students with disabilities are monitored by the Department of Public Instruction to ensure their compliance with the IDEA.

2. Students voluntarily enrolled in a private school by parents (Regulations 34 CFR secs. 300.130-300.144)

The second category involves students voluntarily enrolled in private schools by parents. In this situation the student and parents do not question the services offered by the public school. Instead, they seek a package of special education services and programs from the public school to be offered in conjunction with private education. When parents choose to enroll their child in a private school, either nonsectarian or religiously affiliated, the student has no individual right to receive the special education and related services the child would receive if enrolled in the public school. Parentally placed private school students are entitled to some special education and related services according to a proportionate share of funding based on a consultative process for allocating that proportionate share. When public special education services are provided to students voluntarily enrolled in a private school by parents, the student becomes an enrolled member of the public school.

These are the requirements in IDEA 04

Who gets what?

Children with disabilities who are enrolled by their parents in a private school or facility may participate in special education and related services provided by the local education agency (LEA), according to a proportionate share of funding based on a consultative process. Services may be limited compared to what the child would receive if the child attended a public school.

Child Find requirements

- Child Find is the responsibility of the district in which the private school is located. This is a shift: before IDEA 04, Child Find was the responsibility of the district in which the child resided.
- Child Find must be thorough and complete. The LEA must locate, identify and evaluate all children with disabilities who are enrolled by their parents in private schools in the public school district. The Child Find process must be completed in a time period comparable to that for other students attending public schools in the LEA.
- The LEA must consult meaningfully (see below) about how 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 and how the process will operate throughout the school year.
- The LEA must maintain in its records and provide these figures to the state: the number of private school children evaluated, the number of private school children determined to be children with disabilities, and the number of private school children served.

Timely and meaningful consultation

The duty to give consideration to the views of private school representatives is not new, though IDEA 04 expresses it in new language and adds significant new responsibilities for LEA's in the area of consulting with representatives of private schools and representatives of parentally placed private school children with disabilities. These two classes of representatives may or may not be the same individuals. Timely and meaningful consultation must occur during the design and development of special education and related services. Topics that must be addressed in the consultation include:

- Child Find, including how parents, teachers, and private school officials will be informed of the process and how the process will operate throughout the school year.
- Proportionate share of funds and how the amount was calculated.
- The consultation process itself, so that children 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.
 - ✓ Types of services, including direct services and alternate delivery mechanisms
 - ✓ How services will be apportioned if funds are insufficient to serve all children
 - ✓ How and when these decisions will be made.
- How the LEA will give private school officials a written explanation of the reasons why the LEA chose not to provide services, if the LEA disagrees with private school officials on the provision of services or type of services.

The LEA must obtain a written affirmation signed by the representatives of private schools that timely and meaningful consultation has occurred. A private school official may file a complaint with the Department of Public Instruction alleging the LEA did not engage in consultation that was meaningful and timely, or did not

give due consideration to the views of the private school official. If the private school official is dissatisfied with the decision of the Department, the official may appeal the Department’s decision to the U. S. Secretary of Education.

Administrative Considerations

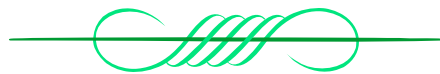
Expenditures

The public school is obligated to expend, for the provision of special education and related services for students placed by their parents in private schools, an amount equal to the proportionate amount of federal funds that were made available to the local education agency through its special education child count. “Proportionate” is defined as “the amount consistent with the number and location of private school children with disabilities” in the school district. The public school must divide the number of children with disabilities voluntarily placed by their parents in private schools by the total number of children with disabilities attending school in the district. That number is then multiplied by the IDEA Part B* funds received by the public school district. The resulting number is the amount the school district must spend for those students voluntarily placed in private school.

Number of parentally-placed private school children
with disabilities attending in district _____ X IDEA Part B funds = proportionate share
Total number of children with disabilities attending

A school district may expend more than the minimum required amount. Keep in mind that no particular child has a right to that money. Rather, the public school meets with private school officials and representatives of parentally placed private school children with disabilities to decide how to spend the money. Keep in mind also that the calculation of proportionate share is based on funding received at the school district level, not the unit level.

*Note: The discussion above addresses funding for students receiving services under IDEA Part B who are ages 3 through 21 (“Section 611” funding). For students ages 3 through 5 who receive preschool services (“Section 619” funding), the school must do a separate calculation of proportionate share.



Frequently Asked Questions about *Students voluntarily enrolled in a private school by parents.*

1. Are students with disabilities who voluntarily attend private schools entitled to receive special education and related services?

Maybe. It depends on the outcome of the consultation between the LEA and representatives of the private schools and private school children. When parents of a child with a disability voluntarily place their child in a private school, but do not dispute the appropriateness of the public school’s program, the child has no individual right to special education and related services. Such students might still be eligible to receive special education and related services, depending on the results of the consultation between the public school and representatives of private schools and private school children. However, the amount of services might not be equal to the same services the child received, or would receive, if enrolled in the public school. To sum up, the public school’s obligation is to provide some services according to a proportionate share of funding allocated by a consultative process.

2. Must the public school district provide every parentally-placed student with a disability with the full range of special education and related services?

No. The public school district, in cooperation with private schools within district boundaries, must determine which services will be provided to parentally placed private school children with disabilities. The local school district may not, on its own, determine that no services will be provided. The services that are provided to parentally placed private school children with disabilities must be comparable in quality, not quantity, to services provided to children enrolled in public schools in the district. However, the services provided private school students might not be the same amount of services provided to students with disabilities who attend the public school.

3. What process does the public school use to meet its obligation for special education and related services to private school students with disabilities within its jurisdiction?

A school district must conduct thorough and complete Child Find activities. The school must maintain its records and provide these figures to the state: the number of private school children evaluated, the number of private school children determined to be children with disabilities, and the number of private school children served. Additionally, through a consultative process, the school district must:

- Consider which students will be served;
- Determine the number of students who will be provided with special education and related services;
- Determine which services will be offered to students with disabilities;
- Decide upon the location at which the offered services will be provided; and
- Decide how the services provided will be evaluated.
- Give private school officials a written explanation of the reasons why the LEA chose not to provide services, if the LEA disagrees with private school officials on the provision of services or type of services.

School districts are strongly encouraged to have written policies and procedures in place regarding the provision of special education services to private or nonpublic schools. In view of the new provisions that private school officials may file a complaint with the Department of Public Instruction alleging the LEA failed to engage in consultation that was meaningful and timely, the adoption of policies and procedures is an essential element of compliance.

4. What would fulfill the public school district's obligation for consultation with representatives of private school children with disabilities?

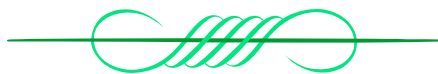
Consultation must occur in a "timely and meaningful" way according to IDEA 04. The public school must give representatives of private school children with disabilities and private school officials a genuine opportunity to express their views. The LEA must obtain a written affirmation signed by the representatives of private schools that timely and meaningful consultation has occurred. This consultation must take place during the design and development of special education and related services. Best practice suggests the consultation be completed prior to the beginning of each school year, with the understanding the fluctuations in student enrollment or student needs may require subsequent consultations during the school year. The LEA must make the final decisions with respect to the services to be provided to eligible private school children. A model form for written affirmation that timely and meaningful consultation has occurred is attached to this policy paper.

5. Who is responsible for the preparation of a “services plan” for the private school’s students with disabilities who receive services from the public schools?

The public school. A “services plan” is IDEA’s term for an IEP for a student with disabilities voluntarily enrolled by the parents in a private school. The public school district in which the private school is located is responsible for conducting meetings to determine whether the student has a disability (or continues to have a disability or needs special education), which services will be provided, and to review and revise each student’s services plan annually. The services plan must include a description of the specific special education and related services that the public school district will provide to the child and must, to the extent appropriate, meet the content requirements for an IEP.

6. Are students with disabilities educated in private schools afforded the same due process rights as are provided to students with disabilities who are educated in public schools?

No. Even if a child’s parents believe that components of the services plan are not implemented as written, due process rights do not apply. Due process does apply to Child Find and evaluation activities conducted for private school children by the public school. Parents of a parentally placed private school student with a disability **may** initiate a state complaint investigation by filing a complaint with the Department of Public Instruction, Office of Special Education.



Frequently Asked Questions about *Expenditures for students voluntarily enrolled in a private school by parents:*

1. Are Child Find activities eligible for inclusion in proportionate dollars to private school students?

No. School districts have an affirmative obligation to locate and identify all children with disabilities within their jurisdiction without the use of proportionate dollars.

2. May proportionate dollars be used for children in private residential centers, placed by the local education agency? No. See the previous discussion of publicly placed children in private facilities, Category No. 1.

Other Factors

Location

A public school district may provide services on the premises of the private or religiously-affiliated school.

Use of private school employees:

A school district may use its federal funds to pay for the services of an employee of the private school if:

- The employee’s services are outside of the regular hours of duty at the private school; and
- The employee is under the supervision and control of the public agency.

Personnel Standards

Services provided to children with disabilities voluntarily placed by parents must be provided by personnel meeting the same state standards as personnel providing services in the public schools.

Nonsectarian Services

IDEA 04 specifies that services provided to private school students must be “secular, neutral, and nonideological.”

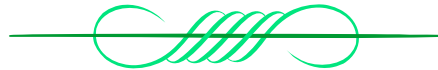
Funds under state control

IDEA 04 specifies that funds that are available to serve students voluntarily placed in private schools shall be controlled and administered by a public agency.

Transportation

If it is necessary for a child to benefit or participate in services, the public school must provide transportation for the private school student in the following instances:

- From the child’s private school or home to a site other than the private school; and
- From the site of that service back to the private school or home.



Frequently Asked Questions about *Transportation for Students voluntarily enrolled in a private school by parents:*

1. **Are school districts required to provide transportation from a child’s home to the private school?**
No, unless the transportation from home to the private school is a service determined through the consultation process.
2. **May the cost of transportation be included in the calculation of the “proportionate expenditures”?**
Yes.

3. Students unilaterally placed in a Private School by Parents due to disagreement about whether a student is receiving FAPE (Regulations 34 CFR secs. 300.148 – 300.150)

The third category involves instances when the public school’s special education services provided to a student with a disability are not perceived by the student’s parents as providing FAPE in a timely manner. As a result, the parents withdraw their child from the public school and enroll the student in a private school that they believe will provide an appropriate education for their child. This event is considered to be a unilateral placement by a parent. Upon enrollment in the private school the parents of the student seek to be reimbursed for the cost of the private school education because of the district’s alleged failure to provide an appropriate education. Parents may initiate a due process proceeding to determine whether the district must pay for the private school placement. IDEA sets out some procedural requirements that parents must meet in order to make a claim for enrollment costs based on a unilateral parental placement due to a disagreement about FAPE. Parents must give the school advance notice of their intent to withdraw their child from public school and place the child in a private school due to disagreement about FAPE.



Frequently Asked Questions about *Students unilaterally placed in a private school by parents.*

1. When are parents of children with disabilities eligible for reimbursement of the costs of a unilateral placement in a private school?

Parents may be eligible for reimbursement of the cost of a unilateral placement in a private school if:

- a. The student had been receiving special education and related services prior to removal by the parents from the public school's program; and
- b. A court or hearing officer has determined that the school district did not make a FAPE available to the student in a timely manner while the student attended the public school.

2. Under what circumstances could the cost of a unilateral placement be denied?

Costs to parents could be denied under the following conditions:

- Prior to parental removal of the student from the public school, the district informed the parent of its intent to evaluate the student and the parents failed to make the student available for the evaluation.
- A court or hearing officer finds the parents' action was unreasonable.
- The parents did not inform the district that they rejected the placement proposed by the district to provide FAPE and did not state their concerns and intent to enroll the student in a private school. The parents must give notice that they plan to remove the student from the public school. Notice may be given 2 ways:
 - A. Notice may be given to the IEP team at the most recent IEP meeting that the parents attended prior to removing the student from the public school; or
 - B. Notice may be given to the district in writing at least 10 business days prior to removing the student from the public school.

3. Are there any exceptions to the requirement to provide notice to the public school that the parents plan to remove the student?

Yes. Reimbursement of enrollment costs may not be reduced or denied for failure to provide the notice to public school when:

- The district's proposed placement would result in physical harm to the student;
- The district prevented the parent from providing the notice; or
- The district did not notify the parent of the obligation to provide the notice.

At the discretion of the hearing officer, reimbursement may not be reduced or denied for failure to provide notice to the public school when.

- The parent is illiterate and cannot write in English; or
- Reduction or denial would likely result in serious emotional harm to the child.

**INFORMATIONAL WORKSHEET FOR PRIVATE/OUT OF UNIT PROGRAMS WHERE STUDENT IS
PLACED BY THE PUBLIC SCHOOL**

Procedural Responsibilities When Students are Placed in Private/Out of Unit Programs

(§300.343 IEP meetings. (a) General. Each public agency is responsible for initiating and conducting meetings for the purpose of developing, reviewing, and revising the IEP of a child with a disability)

Name of Student: _____

Name of Special Education Unit: _____

Name of Facility/School: _____

Current Date: _____

The following key procedures must be clarified and may be negotiated between the district of residence and the private/out of unit program to determine who will insure that these procedures will be carried out according to federal regulations. The local education agency is responsible for all of the follow areas, however, each of these activities can be discussed with the serving school.

*Directions: Discuss each procedure. Decide who will initiate and complete each procedure. Document your decisions on this worksheet.

Procedure	Local Special Education Unit Will Take Responsibility for Procedure	Private/Out of Unit Program/School Will Take Responsibility for Procedure
Initiate Annual IEP Review and Send Written Prior Notice for IEP Meeting including Procedural Safeguards		
Participate in IEP meeting	LEA administrative representative must attend	Receiving school representative must attend
Write the IEP, distribute to all parties		
Prepare Progress Reports		
Written Prior Notice for 3 year re-evaluation including Parent Rights		
Meeting to develop Assessment Plan for Re-evaluation		
Conduct re-evaluation Assessment Procedures		
Independent Evaluations		
Amend Educational Records		
Due Process Procedures		
Other		

