

**SAMPLE FORM**

**Agenda/Notes  
Date/Time/Place**

**Private School Consultation  
Special Education and Related Services for Parentally Placed Private School Students**

Participant Name/Position	Organization	Signature

Item	Discussion Points	Action
Introductions and Agenda Review		
<b>Overview of IDEA Requirements</b> - for Special Education Services for Parentally Placed Private School Students		
<b>1. CHILD FIND PROCESS</b> <ul style="list-style-type: none"> <li>• Activities</li> <li>• Timelines</li> <li>• Equitable Participation through year</li> <li>• Parent information</li> </ul>		
<b>2. AVAILABLE IDEA FUNDS</b> <ul style="list-style-type: none"> <li>• Determining Proportional Share</li> <li>• IDEA Funds Available for 2014 – 2015; include carryover from preceding year</li> </ul>		
<b>3. SERVICE DELIVERY</b> <ul style="list-style-type: none"> <li>• Types of services (direct and indirect)</li> <li>• How decisions about services and service delivery will be decided</li> <li>• Written explanations of decisions</li> </ul>		