

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		
Overview of IDEA 2004 Requirements: Special Education Services for Parentally Placed Private School Students		
1. CHILD FIND PROCESS <ul style="list-style-type: none"> • Activities • Timelines • Equitable Participation 		
2. AVAILABLE IDEA FUNDS <ul style="list-style-type: none"> • Determining Proportionate Share • IDEA Funds Available for 2006-2007 		

<p>3. CONSULTATION PROCESS</p> <ul style="list-style-type: none"> • Basic requirements • Operation throughout the year • Affirmation by private school officials 		
<p>4. DECISIONS about PROVIDING SERVICES</p> <ul style="list-style-type: none"> • What services • How and where • By whom • Service delivery mechanism (contract; direct service) 		
<p>5. DECISIONS ABOUT SERVICES WHEN FUNDS ARE INSUFFICIENT to SERVE ALL IDENTIFIED STUDENTS</p> <ul style="list-style-type: none"> • Apportionment of Services • How and when decisions will be made 		
<p>6. RESOLVING DIFFERENCES BETWEEN DISTRICT and PRIVATE SCHOOL OFFICIALS</p> <ul style="list-style-type: none"> • When District must provide written explanations to private school officials about services to be provided • Opportunities for dispute resolution under IDEA 		
<p>7. Other topics (e.g. referrals for evaluation)</p>		