

## Application for Approval to Provide Special Education Services to Children and/or Students With Disabilities

### Section 1 – Contact Information

<b>School Name</b>	
<b>Site Address</b>	
<b>City, State, Zip</b>	
<b>Mailing Address</b>	
<b>City, State, Zip</b>	
<b>School Director</b>	
<b>Telephone</b>	
<b>Fax number</b>	
<b>E-mail</b>	
<b>Website</b>	
<b>County where private school is physically located</b>	
<b>Public School District where private school is physically located</b>	
<b>ALL GRADES SERVED</b>  (for example: Preschool, K – 4, K – 8, 9 – 12, etc.)	

**Indicate which category(ies) apply to your school:**

☐ School-Age ONLY

☐ Preschool AND School-Age

☐ Private Alternative

☐ Long Term Care or Treatment facility

☐ Other (explain: \_\_\_\_\_)

Please provide ALL required documents.

Incomplete applications will not be approved.

Keep a copy of all documents for your records.

**Mail application to:**  
ODE/Student Services  
Attn: Carol J. Stoddard  
255 Capitol St NE  
Salem OR 97310-0203

**If your application is approved, you will receive an ODE Institutions Request form  
to complete and return in order to receive an ODE Institution ID number.**

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### Section 2 – Statement of Assurances

Per OAR 581-015-2270, the private school:

- |                   |   |
|-------------------|---|
| _____<br>Initials | A. Uses curriculum content, teaching practices and equipment that do not violate the constitutional prohibition on religious entanglement.  |
| _____<br>Initials | B. Implements the special education services as described in each child's individualized education program in accordance with the contract between the private school and the placing school district.  |
| _____<br>Initials | C. Maintains the confidentiality of student records consistent with state and federal laws relating to student records.   |
| _____<br>Initials | D. Notifies the Department and the contracting public agency of any written complaint it receives concerning the special education programs and services being provided.  |
| _____<br>Initials | E. Notifies the contracting public agency of the need for any change in a child's educational program and does not make changes in a child's IEP or special education program or services, or placement, unless the contracting school district consents to the changes.  |
| _____<br>Initials | F. Initiates and convenes IEP meetings only when this assistance is requested by a written agreement with the contracting school district in accordance with <u>OAR 581-015-2265</u> .  |
| _____<br>Initials | G. Evaluates a child only when this assistance is requested by a written agreement with the contracting school district.  |
| _____<br>Initials | H. Has at least one individual qualified to provide special education and licensed according to rules established by the Teacher Standards and Practices Commission available to serve the population of students described in the application.   |
| _____<br>Initials | I. Ensures that students have the opportunity to participate in district-wide and state-wide assessments of student achievement.  |
| _____<br>Initials | J. Meets the state curriculum standards set pursuant to <u>OAR 581-022-1210</u> .   |
| _____<br>Initials | K. Has Emergency Plans and Safety Programs in effect in accordance with <u>OAR 581-022-1420</u> ; and meets the requirements related to Asbestos Management Plan.   |
| _____<br>Initials | L. Meets the requirements related to control of Infectious Diseases in accordance with <u>OAR 581-022-1440</u> .  |
| _____<br>Initials | <b>Criminal background check:</b> Has on file evidence of completed criminal background checks in compliance with <u>ORS 181.530</u> , <u>ORS 326.603</u> , <u>ORS 326.607</u> , and <u>ORS 342.232</u> for all potential employees.  |
| _____<br>Initials | <b>Program Changes:</b> When a program change is considered, the private preschool forwards its request for approval to the Oregon Department of Education to amend its approved application prior to implementing the change. A major program change consists of any change in the information contained in a private school's application that would affect the school's approval or disapproval under this rule. |

I certify that: \_\_\_\_\_

- ▶ can make the assurances listed.
- ▶ maintains evidence of compliance with the requirements of the assurances.

\_\_\_\_\_  
Print Name of Administrator

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Administrator

\_\_\_\_\_  
Date

**By initialling and signing above, you are assuring that your school meets every requirement listed and can provide evidence upon request.**

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### Section 3 – Documentation Required

Use this as a checklist to insure ALL documentation is submitted:

- ☐ 1. **Commercial general liability insurance.** Submit documentation that the private school itself has in effect commercial general liability insurance with policy limits of at least \$500,000 per site. Documentation must include: a) name of the company, b) policy number, c) policy limits (minimum \$500,000 per site), and d) effective term of the policy (including expiration date). **The name and street address of the school must appear on the insurance document.** (Note: If the insurance coverage will expire during the approval year, proof of renewed coverage must be submitted to ODE to maintain approval. OAR 581-015-2285)
- ☐ 2. **Fire codes:** Submit documentation from local or state fire marshal verifying that the preschool's annual inspection and correction of any violations noted in the inspection.
- ☐ 3. **Health standards:** Submit verification from the local county health department of annual inspection and correction of any violations related to environmental health, food service, and communicable disease.
- ☐ 4. **Facility occupancy and use:** Copy of verification that facility meets standards set forth by appropriate local building inspector.
- ☐ 5. **Emergency plans and safety programs:** Submit copies of emergency plans and safety programs that meet the requirements of OAR 581-022-1420.
- ☐ 6. **Asbestos management plan:** If the private school acquired or leased a building after October 12, 1988, a copy of the Asbestos Management Plan or ODE acceptance letter in accordance with OAR 581-022-1430.
- ☐ 7. **Human Sexuality Education instructional plan:** Copy/description of plan per OAR 581-022-1440.
- ☐ 8. **Hours of instruction:** Documentation that the private school provides hours of instruction that meet state standards.
- ☐ 9. **High school credit:** If applicable, documentation that the private school grants credit toward high school graduation consistent with OAR 581-022-1130 Diploma Requirements and 581-022-1350(2) and (3) Alternative Education Programs or, if appropriate, an alternate document of completion as permitted under ORS 343.295.
- ☐ 10. **Policy of nondiscrimination:** Submit copy of the school's policy of nondiscrimination.
- 11. **Procedures for staff hiring and evaluation:**
  - ☐ a. **References:** Submit copy of official policies and procedures requiring careful checking of personal and professional reference for all potential employees.
  - ☐ b. **Criminal background check:** Submit copy of policies and procedures that require criminal background checks in compliance with ORS 181.530, ORS 326.603, ORS 326.607, and ORS 342.232 for all potential employees; and
  - ☐ c. **Staff evaluations:** Submit copy of procedures requiring regular schedule of staff evaluation of competencies of all employees to work with children.

#### For ODE Use Only

Reviewer: \_\_\_\_\_  
Signature Date

Recommendation:    [ ] Approve            [ ] Do not approve - application incomplete.

Approver: \_\_\_\_\_  
Signature Date