

According to IDEA 2004, school systems must engage in timely and meaningful consultation with representatives of private schools and with parents about the provision of special education and related services for parentally-paced private school children attending private schools within the school system’s jurisdiction.

IDEA 2004 requires that the school system request the private school officials to provide written affirmations of a satisfactory consultation process. Private school officials are not required to provide a written statement if they believe the process to be unsatisfactory.

The consultation process must include specific discussion of the following topics:

- a. How parentally-placed private school children suspected of having a disability can participate equitably in the Child Find process.
- b. How the parents, teachers, and private school officials will be informed of the Child Find process.
- c. How the determination of the proportionate share of federal funds available to serve the children with disabilities was calculated.
- d. How the process will operate throughout the school year.
- e. How, where, and by whom the special education and related services will be provided.
- f. How funds will be apportioned if funds are insufficient. How and when those decisions will be made.
- g. How the local system will provide to the private school officials a written explanation of the reason why they chose not to provide services directly or through a contract.

I, the undersigned affirm that timely and meaningful consultation with discussion of items a-g above occurred.	
Signature:	Date:
Name of Private School:	