

Maryland State Department of Education
 Division of Special Education/Early Intervention Services
 Grants Program Management Section

Ensuring Equitable Participation of Parentally Placed Private School Students (PPPSS)

Consultation			
Item	Question	Verification/Required Documentation	Regulations
1.1	Did the LSS engage in timely and meaningful consultation in making its decision about the delivery of services, including the location of services, with both private school representatives and parent representatives of PPPSS with disabilities?	Review the documentation of the consultation with school and parent representatives.	Consultation requirements: 34 CFR §300.134
1.2	<p>Did the consultation meetings address the following topics?:</p> <p>a. the child find process,</p> <ul style="list-style-type: none"> • How PPPSS can participate equitably, and • How parents, teachers, and private school officials are informed of the process. <p>b. proportionate share, and</p> <p>c. how, where, and by whom special education and related services will be provided?</p> <ul style="list-style-type: none"> • The types of services, including direct services and alternate service delivery mechanisms, • How the special education and related services will be apportioned if funds are insufficient to serve all PPPSS, and • How and when those decisions will be made. 		Consultation requirements: 34 CFR §300.134(a)(b)(d)

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1.3	Did the consultation process occur throughout the school year so that PPPSS identified through the child find process could meaningfully participate in special education and related services?		Consultation requirements: 34 CFR §300.134(c)
1.4	a. Did the LSS disagree with the views of the private school on the provision of services or the types of services? b. Did the LSS provide a written explanation of the reasons it chose to provide services directly or through a contract?		Consultation requirements: 34 CFR §300.134(e)

Written Affirmation and Complaints

Item	Question	Verification/Required Documentation	Regulations
2.1	a. Did the LSS receive written affirmation from the private schools? b. If no, did the LSS forward the documentation of the consultation process to the MSDE, DSE/EIS?		Written affirmation of timely and meaningful consultation: 34 CFR §300.135
2.2	a. Did the LSS receive any complaints from private school officials regarding the consultation process? b. If yes, did the LSS forward the complaint(s) to the MSDE, DSE/EIS?		Written affirmation of timely and meaningful consultation: 34 CFR §300.136
2.3	a. Were there any complaints from private school officials that the LSS did not comply with the consultation requirements? b. If yes, did the LSS forward the appropriate documentation related to the private school official's		Complaint procedures for private school officials regarding consultation: 34 CFR §300.136

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	complaint to the MSDE, DSE/EIS?		
2.4	<p>a. Did any parent(s) file a complaint with the LSS alleging failure to meet the Child Find requirements?</p> <p>b. Did any parent(s) file a due process claim relative to the LSS's Child Find process?</p> <p>c. Was a copy of the complaint forwarded to the MSDE, DSE/EIS?</p>		Child find complaints: 34 CFR §300.140(b)

Child Find and Data Collection Requirements

Item	Question	Verification/Required Documentation	Regulations
3.1	Did the LSS conduct a thorough and complete Child Find process?	Provide documentation to show the number of children: <ul style="list-style-type: none"> • evaluated; • determined to be children with disabilities, and • served. by service type. 	Child find activities: 34 CFR §300.131 Data collection requirements: 34 CFR §300.132(c)
3.2	Was the child find process for PPPSS completed in a time period comparable to that for students attending public schools in the LSS?		Child find activities: 34 CFR §300.131(c)(e)
3.3	Were the costs of carrying out Child Find, including individual evaluations, considered in determining whether an LSS has met its obligations to expend a proportionate share of federal IDEA funds?		Child find activities: 34 CFR §300.131(d)
3.4	Were there any preschool children with disabilities, ages 3 through 5, enrolled by their parents in a private school or facility that meets the definition of "elementary school" in the IDEA and State regulations?		Preschool children: 34 CFR §§300.145 through 300.147, 34 CFR §300.101. Elementary school: 34 CFR §300.13

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3.5	How many PPPSS reside in another LSS or State?		34 CFR §§300.130 through 300.144
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Parental Consent

Item	Question	Verification/Required Documentation	Regulations
4.1	Of the parentally placed children evaluated and determined eligible for services under IDEA, did any parents refuse the provision of equitable services under a service plan?		Child find activities: 34 CFR §300.139

Expenditures and Proportionate Share of Federal Funds

Item	Question	Verification/Required Documentation	Regulations
5.1	Did the LSS expend the proportionate share of federal IDEA funds to provide special education and related services to eligible PPPSS?		Determination of proportionate share of federal IDEA funds to be spent on equitable services: 34 CFR §300.133
5.2	Was transportation provided to and from the school or to a site other than the private school; and from the service site to the private school, or to the child's home, depending on the timing of the services?		Location of Services and transportation: 34 CFR §300.139
5.3	Were special education and related services provided to eligible PPPSS with disabilities provided by, <ul style="list-style-type: none"> • public school personnel, • private school personnel, or • contract 		Use of personnel: 34 CFR §300.142
5.4	a. Has the LSS expended funds for the current SFY grant? b. Does the LSS have funds remaining in a Carryover Grant?		

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5.5	<p>a. Has the LSS provided indirect services, equipment, materials, or training for private school teachers and other private school personnel?</p> <p>b. If equipment was provided, was an inventory kept?</p> <ul style="list-style-type: none"> • How does the LSS ensure that the property, equipment and supplies purchased are used only for Part B purposes? • When no longer needed, can the equipment and supplies be removed from the private school without remodeling or repairing the private school facility? 		Property, equipment, and supplies: 34 CFR §300.144(1)(2)
5.6	<p>How does the LSS ensure that the funds are not used to:</p> <ul style="list-style-type: none"> • meet the needs of a private school, or • meet the general needs of the students enrolled in the private school? 		Requirement that funds not benefit a private school: 34 CFR §300.141(1)(2)

Services Plans

Item	Question	Verification/Required Documentation	Regulations
6.1	Did the LSS ensure that each parentally placed private school child with a disability, who has been designated to receive special education and/or related services, has a service plan?		Services plans for children with disabilities receiving equitable services: 34 CFR §§300.132 (b), 300.137(c), 300.138(b)
6.2	Does the LSS have policies and procedures in place to review and revise services plans?		Equitable services determined: 34 CFR §300.137(c)(1) Equitable services provided: 34 CFR §300.138 Development, review and revision of IEP: 34 CFR§300.324

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6.3	Did the LSS ensure that a representative of the private school attend each meeting to develop the services plan?		Services plans for children with disabilities receiving equitable services: 34 CFR §§300.132 (b), 300.137(c), 300.138(b)
6.4	If the private school representative was unable to attend, did the LSS use other methods to ensure participation, including individual or conference telephone calls?		Services plans for children with disabilities receiving equitable services: 34CFR §§300.132 (b), 300.137(c), 300.138(b)