

Maryland State Department of Education
 Division of Early Intervention and Special Education Services
 Nonpublic Special Education Section
 Report Reference Tool

Report/Document	Purposes	Disseminated to	Completed by
Program Cost Sheet	<ul style="list-style-type: none"> Documents the child's total program Outlines the services for the child aligned with the IEP Projects costs for implementing the program Provides the cap for the total program costs Provides support documentation for the Nonpublic Tuition Assistance Program applications 	Master electronic template for each issued program cost sheet to the nonpublic school	Nonpublic School
Nonpublic Tuition Assistance Program Application (NTAPA or NTAP Application)	<ul style="list-style-type: none"> Identifies the local education agency's (LEA) intention to request tuition assistance from the MSDE for the nonpublic placement in accordance with Education Article §8-415 	Master electronic copy provided to Special Education Director/ Supervisor of Nonpublic Placements	Local Education Agency
Enrollment Report (Fall, Winter, Spring)	<ul style="list-style-type: none"> Benchmark activity to identify discrepancies, if any, between actual nonpublic enrollment and the Nonpublic Tuition Assistance applications received/approved/recorded by the MSDE 	Nonpublic Supervisors Executive Directors	Local Education Agency Nonpublic School
Projection Report (Mid-Year, End-of-Year)	<ul style="list-style-type: none"> Benchmark activity to verify projected services and costs for each placement Lists applications received and recorded by the MSDE 	Special Education Directors	Local Education Agency
Nonpublic Tuition Verification Report	<ul style="list-style-type: none"> Verifies the actual total costs of the child's program while in placement at the nonpublic school 	Executive Directors	Nonpublic School
Preliminary Expenditure Report	<ul style="list-style-type: none"> Verifies the actual total costs of the child's program while in each nonpublic placement 	Special Education Directors	Local Education Agency
Final Reconciliation Notice and Verification Report	<ul style="list-style-type: none"> Final summary of the approved applications Final recording of the total costs for each child and each placement Identifies the local education agency cost per placement Identifies the MSDE tuition assistance contribution per placement Documents the total local education agency nonpublic costs Documents the MSDE total tuition assistance contribution to the LEA under the Nonpublic Tuition Assistance Program Documents the agreement between the LEA and the MSDE of the final shared costs 	Special Education Directors	Local Education Agency