
To Whom It May Concern:

I would like to arrange a consultation conference with you at your site to discuss signing a Letter of Collaboration per the reauthorized IDEA 2004. Please call my office with a convenient date that you are able to meet to discuss these issues. I would also like your input into determining how best to identify parent representatives of parentally placed private school children with disabilities with whom I can also arrange consultation. The letter of collaboration will allow Owasso Public Schools to work in partnership with your private school for parentally placed private school children with disabilities.

On July 1, 2005, certain new provisions in the Individuals with Disabilities Education Improvement Act became effective. The Individuals with Disabilities Education Improvement Act is a federal law that defines the responsibilities of public school districts to locate, identify, evaluate and serve children with disabilities. The law also defines the responsibilities of each public school district as to children with disabilities whose parents have enrolled them in private elementary and secondary schools located within the public school district. The law requires a representative of the private elementary and secondary schools within its boundaries to conduct a thorough and complete child find process to determine the number of parentally placed children with disabilities attending private schools located in the district’s boundaries. The purpose of the child find process is to ensure the equitable participation of parentally placed private school children with disabilities and an accurate count of such children.

In addition, the law requires public school districts to consult with private school representatives and representatives of parents of parentally placed private school children with disabilities during the design and development of special education and related services for the children. The consultation will cover the following areas:

1. the child find process and how parentally placed private school children suspected of having a disability can participate equitably;
2. how parents, teachers and private school officials will be informed of the process;
3. the determination of the proportionate amount of Federal funds available to serve parentally placed private school children with disabilities attending a private school within the public school district’s boundaries, including the determination of how the amount was calculated;
4. the consultation process among the public school district, private school officials and representatives of parents of parentally placed private school children with disabilities;
5. how the process will operate throughout the school year to ensure that parentally placed private school children with disabilities identified through the child find process can meaningfully participate in special education and related services;
6. how, where and by whom special education and related services will be provided for parentally placed private school children with disabilities;
7. the types of services, including direct services and alternate service delivery mechanisms;
8. how such services will be apportioned if funds are insufficient to serve all children;
9. how and when these decisions will be made; and
10. how, if the public school district disagrees with the view of the private school officials on the provision of services or the types of services, whether provided directly or through a contract, the public school district shall provide to the private school officials a written explanation of the reasons why the school district chose not to provide services directly or through a contract.

Sincerely,
Individuals with Disabilities Education Improvement Act
Affirmation of Representative of Participating Private Schools

School District Name: ___________________________ County: ________________________________

District Contact: ___________________________ Phone Number: ___________________________

Directions: List the participating private school and obtain the signature of a representative of the participating private school and the public school district. The public school district will maintain the signed affirmation. However if the participating private school fails to sign and return the affirmation within a reasonable time after having been requested to do so, the public school district should sign and send the affirmation to the State Department of Education.

By signing below, we affirm that the _______ Public School District has engaged in timely and meaningful consultation prior to any decision that affects the location, identification and provision of services to parentally-placed private school children attending private schools within the jurisdiction of the public school district, as required by Section 612(a)(10)(A)(iii) of the Individuals with Disabilities Education Improvement Act of 2004. The following topics were discussed during the consultation process:

1. how parentally placed private school children suspected of having a disability can participate equitably;
2. how parents, teachers and private school officials will be informed of the process;
3. the determination of the proportionate amount of Federal funds available to serve parentally placed private school children with disabilities attending a private school within the public school district’s boundaries, including the determination of how the amount was calculated;
4. how the process will operate throughout the school year to ensure that parentally placed private school children with disabilities identified through the child find process can meaningfully participate in special education and related services;
5. how, where and by whom special education and related services will be provided for parentally placed private school children with disabilities;
6. how to conduct the annual count of the number of parentally-placed private school children with disabilities;
7. how such services will be apportioned if funds are insufficient to serve all children and how and when these decisions will be made; and
8. how, if the public school district disagrees with the view of the private school officials on the provision of services or the types of services, whether provided directly or through a contract, the public school district shall provide to the private school officials a written explanation of the reasons why the school district chose not to provide services directly or through a contract.

_________________________ ___________________________ ___________________________
School Superintendent Signature Date

_________ Public School District Director of Special Services Signature Date