

Instructions to Special Education Forms



Form 10 – Written Affirmation of Consultation for Parentally Placed Private School Students

This form has two pages and is broken into five numbered sections. At the top of the form, the name of the school district and the date of the form are recorded. This form is completed after the LEA responsible for the independent schools within the geographic boundaries of the supervisory union consults with a representative of the private/independent school. The completed sections document the results of the decisions reached.

- 1. Child Find:** Check boxes are provided to document all of the ways that the student(s) shall be identified or referred. As well, there are boxes to document all of the ways that parents, teachers and private school officials are notified of child find process.
- 2. Determination of Proportionate Amount of Federal Funds:** Check boxes are provided to document how private schools were informed of what Federal funds are available to them through the responsible LEA and how the LEA arrived at this dollar amount.
- 3. Consultation Process:** Checkboxes are provided to document how consultation between the LEA and private school was conducted initially and throughout the school year.
- 4. Determination of Services:** This section has a space to record the date of review regarding services and check boxes to document the specific services offered. As well, there are check boxes to document how services will be provided.
- 5. How services will be apportioned if funds are insufficient to serve all children and how and when those decisions will be made:** This section begins with a date by which the LEA will make a decision regarding the apportionment of funds.

There are two choices: Either there are insufficient funds and no services will be provided or funds are sufficient and the district will check the boxes for the services to be provided. If there is agreement between the LEA and the private school, representatives from both will sign and date the form. If the private school representative can not agree with services to be provided by the school district, they should sign and date the bottom of the form.