



# Standard Application for Independent Schools Eligible to Receive Public Funds, Approved Therapeutic Schools, and Approved Independent Schools Ineligible to Receive Public Funds.

## General Information 2223.1

Section 2223 of the Rule Series 2200 Independent School Program Approval requires the following information to be part of the application for the renewal, initial approval, or an amendment of approved independent schools and approved independent schools ineligible to receive public funds. This includes approved therapeutic schools. For specific information, review [Rule 2200 Independent School Program Approval](#). Additional information can be found on the [Independent School Website](#).

*During site visits for the approval and/or renewal process, evidence such as documents, interviews, and observations may be requested and need to be provided.*

## General Information 2223.1

### 1. Name of School

### 2. School Phone Number

### 3. Address

Address Line 1

Address Line 2

<input type="text" value="City"/>	<input type="text" value="Vermont"/>	<input type="text" value="05452"/>
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City

State

Zip Code

### 4. Website URL

### 5. Name of Head of School (HOS) or Principal

<input type="text" value="John"/>	<input type="text" value="Smith"/>
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First

Last

**6. HOS or Principal Email**

fakeemail@fake.com

**7. Name of Director of Special Education (if applicable)**

First

Last

*Leave this question blank if the school does not have a Special Education Director on staff.*

**8. Director of Special Education Phone Number**

*Leave this question blank if the school does not have a Special Education Director on staff.*

**9. Special Education Director Email**

*Leave this question blank if the school does not have a Special Education Director on staff.*

**10. Check the Appropriate Box**

The school is a non-profit corporation

The school is a for-profit corporation

**Accreditation, Residential or Boarding Option**

**Association Accreditation**

Select the applicable accreditation association for the school

New England Association of Schools and Colleges (NEASC)

Association of Independent Schools in New England (AISNE)

Northern New England Conference (NNEC)

Leave this section blank if the school is not accredited by one of these associations.

**Upload your current accreditation letter OR a letter from the accrediting entity that indicates the school's intention to remain accredited.**

**1. Residential or Boarding Option 2223.3.6**

Check if the school includes a residential or boarding component.

**License for Residential or Boarding Students**

Check if the school is licensed by the Department for Children and Families.

**Upload a copy of the Department for Children and Families license.**

**2. Enter the school's grade levels.**

9-12

**3. Enter student ages.**

12-18

**4. Describe where attendance records are filed.**

Somewhere

**5. Describe how attendance is collected and maintained.**

Somehow

**Educational Mission 2224.1.1**

**Educational Mission 2224.1.1**

1. Describe the school's mission.

Mission statement.

## Enrollment and Governance 2226.3-2226.4, 2224.1.1

### Enrollment and Governance 2226.3-2226.4

Enrollment Policy 2226.3: Upload or provide the link to the school's enrollment policy.

#### Enrollment Policy Upload

Website URL

Upload or provide the link to the student application.

#### Student Application Upload

Website URL

## School Governance 2224.1.1

1. Is the school governed by a board of directors or board of trustees?

Yes

No

1a. Enter the number of current board or trustee members and include the number of members of the full board if different.

Current : Full Board

Provide the current number as well as the number of your full board (eg, 17:22 or 22:22).

Describe the school's governance structure.

## Provide the following information for each board or trustee member:

Include vacant positions by entering "vacant" in the "First Name" box.

Add additional rows by selecting the "Add Item" button.

First Name	Last Name	Address	Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Curriculum and Instruction 2223.3.3

## Curriculum and Instruction 2223.3.3

If you have indicated that you're an accredited school above, please skip this section and continue to the next section (Statutory Requirements 2223.2.1).

1. Describe your curriculum by grade and subject, methods of instruction, and evaluation procedures by responding to each of the following fields:

### A. Basic communication skills, including reading, writing

### B. Mathematics

### C. Citizenship, history, and government in Vermont and the United States

### D. Physical education and comprehensive health education, including the effects of tobacco, alcoholic drinks, and drugs on the human system and on society

**E. English, American, and other Literature**

**F. Natural Sciences**

**G. Fine Arts**

**2. Describe the methods of instruction that your school designed in order to achieve its educational objective.**

**3. Describe how your school complies with the requirement to use state assessments to measure attainment of standards for student performance for all publicly funded students (16 V.S.A. §166(g)).**

**4. Describe how you ensure students have access to appropriate learning experiences according to age and abilities.**



## Statutory Requirements 2223.2.1

### Statutory Requirements 2223.2.1

To demonstrate compliance with all statutory requirements for approved independent schools, provide the following evidence:

Upload and link your school's statement of nondiscrimination that, to the fullest extent consistent with its constitutional and statutory rights, complies with the Vermont Public Accommodations Act, Title 9 Vermont Statutes Annotated, Chapter 139 and the Vermont Fair Employment Practices Act, Vermont Fair Employment Practices Act, Title 21 Vermont Statutes Annotated, Chapter 5, Subchapter 6.

Upload Nondiscrimination Statement included in application materials.

Sample Document.docx

Link to Website Nondiscrimination Statement.

<https://www.fake.com>

2. I assure that the school complies, to the fullest extent consistent with its constitutional and statutory rights, with the Vermont Public Accommodations Act in all aspects of the school's admissions and operations.

A handwritten signature in black ink, appearing to read "Peter J. Rubin".

*You may draw or type the signature.*

3. Provide a description of the facilities including the physical plant, materials, and equipment.

Description

3a. Upload the most recent certificate of occupancy.

Sample Document.docx

4. Do you rent or lease the school property?

Yes

No

*Chose one option.*

Indicate the expiration date of the current lease or rental agreement.

**Provide the name (first & last) and address of the owner.**

First

Last

**Address**

Address Line 1

Address Line 2

City

State

Zip Code

**5. Provide a list of materials and equipment designated for educational use.**

List of materials

# Safe and Equitable Educational Opportunities 2223.4 2226.7

## Safe and Equitable Educational Opportunities 2223.4

Evidence of compliance with local, State, and federal requirements pertaining to the health and safety of students 2223.4

### 1. Staff Records Check Assurance

Check to affirm that the school complies with the requirements of 16 V.S.A. § 255. relating to criminal record checks.

Check to affirm that the school complies with the requirements relating to the Child Protection Registry and the Vulnerable Adult Abuse, Neglect, and Exploitation Registry.

*If you choose "other," describe why you are not able to assure to the Staff Records Check.*

**Upload current user agreement with VCIC.**

### 2. Harassment, Hazing, and Bullying Policy Assurance (a)

Check to affirm that your school has adopted a policy on the Prevention of Hazing, Harassment and Bullying that is at least as stringent as the most current model policy published by the Secretary of Education [16 V.S.A. § 166(e)].

*If you chose "Other," describe why you are not able to assure to the HHB policy. For additional information, see the [Model Policy on the Prevention of Harassment, Hazing, and Bullying of Students](#) on the AOE's website.*

### 3. Hazing, Harassment, and Bullying Notice Assurance

Check to affirm that, annually, prior to the commencement of curricular and co-curricular activities, your school provides notice of your school's policies for Harassment, Hazing, and Bullying to students, parents and staff and includes the policy in any publication that sets forth the comprehensive rules, procedures, and standards of conduct for the school (16 V.S.A §570).

*If you chose "Other," describe why you are not able to assure to the HHB notice.*

**Upload or provide a link to the school's Harassment, Hazing, and Bullying Policy.**

**Harassment, Hazing & Bullying Policy Document**   **Harassment, Hazing & Bullying Policy URL**

Sample Document.docx

### 4. Discipline Plan Assurance

Check here to affirm that your school has implemented a discipline plan required by 16 V.S.A. § 1161a that includes, at a minimum, each of the following components:

*If you chose "Other," describe why you are not able to assure to the discipline plan.*

1. The school's approach to classroom management and response to disruptive behavior;
2. The provision of information and training to students concerning conflict resolution, peer mediation, and anger management;
3. Procedures for informing and working with parents;

4. The school's response to significant disruptions, such as threats or use of bombs or weapons;
5. The periodic training of staff and contractors who routinely have unsupervised contact with students on the maintenance of the safe, orderly, civil, and positive learning environment;
6. A description of behaviors on and off school grounds that constitute misconduct;
7. Due process procedures for student suspension and expulsion.

**6. State Board of Education Rule 4500 Policy Assurance**

Check here to affirm that your school has implemented a policy required by SBE Rule 4500 for the use of restraint and seclusion, or your school's practices comply with Rule 4500 in the use of restraint and seclusion.

*If you chose "Other," describe why you are not able to affirm to the Rule 4500 policy. For additional information, see the [Restraint and Seclusion](#) section of the AOE's website.*

**7. State Board of Education Rule on Concussion Policy: Choose One Option**

The school offers an athletic or interscholastic sports program.       The school does not offer an athletic or interscholastic sports program.

**Concussion Action Plan Assurance**

Check here to affirm that it has developed and implemented a concussion action plan that is aligned with 16 V.S.A §1431.

**8. Immunization Assurance**

Check here to affirm that each student enrolling in your school, regardless of whether the student has been enrolled in the school during a previous school year, has provided the school with a record or certificate of immunization issued by a licensed health care practitioner or a health clinic that the person has received required immunizations appropriate to age as specified by the Vermont Department of Health [18 V.S.A. §1121, SBE Rule 2223.3.4(j)].

*If you checked "Other," describe why you can't affirm the immunization assurance. Exemptions to this rule apply as described in 18 V.S.A. §1122.*

**9. Immunization Rates Report Assurance**

Check here to affirm that the school complies with the requirement to annually, on or before January 1, submit its standardized form containing the student body's aggregated immunization rates to the Department of Health [18 V.S.A. § 1121(c)].

*If you checked "Other," describe why you can't affirm the report.*

**10. Emergency Drill Policy and Performance Assurance 2223.3.4(o)(r)**

Check here to affirm that the school performs emergency drills as required in 16 V.S.A. § 1481 and has adopted a written policy consistent with the requirements of that section.

*If you checked "Other," describe why you can not affirm to the Emergency Drill Policy.*

**Upload safety policy and copies of drill logs for the current school year to date.**

**11. Additional Requirements for Maintaining Safe and Equitable Access to Educational**

**Opportunities 2223.4**

- Ensures student access to menstrual products (k)
- Ensures protection of educational rights for married, pregnant or parenting students (l)
- Ensures self-administration of asthma and medications (m)
- Ensures student access to dual enrollment (g)
- Confirms notification of student names/addresses to CTE programs
- Ensures compliance with 16 V.S.A. §7125 (7125)(s) equitable treatment of students and staff

*Check to affirm that the school has adopted written policies consistent with the requirements for each of the following*

**12. Other Required Activities 2223.3.5**

- Provides to the Secretary on October 1 of each year the names, genders, dates of birth, and addresses of its enrolled students
- Measures attainment of standards for student performance for publicly funded students and provide data related to the assessments to the Secretary 16 V.S.A. §164(9), 16 V.S.A. §166(g)
- Provides information to sending school districts related to reporting on weighting categories as requested 16 V.S.A. §4010(c)
- Complies with 16 V.S.A. §12 requiring select school officials to subscribe to an oath or affirmation to support the US Constitution, Vermont Constitution, and all state and federal laws
- Conduct exercises commemoration the birth, life, and services of Abraham Lincoln 16 V.S.A. §907
- Adopt policies related to record maintenance and retention
- Comply with other applicable state and federal requirements pertaining to approved schools

## Professional Staff Qualifications, Development and Environment 2223.3.3(a)(2)

### Professional Staff Qualifications, Development, and Environment 2223.3.3(a)(2)

#### Professional Staff Qualifications 2223.3(a)

If you have indicated that you're an accredited school above, please skip this section, unless you employ Special Education staff and/or related services staff. Please continue to the next section (Calendar, Branding, and Records Retention 2223.3.5, 2223.3.5(d), 2223.3.5(a), and 2223.3(e).

1. Provide a job description for each position or a statement describing the training, experience, and degree(s) required for each position.

#### Position and qualifications upload

#### Position and qualifications description

*List the job descriptions to include the qualifications for each position.*

2. Provide the required information for each staff member by completing the **Independent School Staff Qualifications** spreadsheet.

#### Assignment and Qualifications Upload

Download, complete, and submit the information using the [Independent School Staff Qualifications](#) spreadsheet.

#### Professional Staff Development 2223.3.3(a)(2)

**Describe the expectations for the professional growth of staff members.**

**Describe in-service training opportunities including the type, frequency, duration, and content.**

**Describe the professional development provided to staff in the previous two years.**

Enter "N/A" if this question does not apply.

**Prevention, Identification, and Reporting of Child Abuse and Sexual Violence Assurance**

Check to affirm that all adults employed within your school have received an orientation, information, or instruction related to the prevention, identification, and reporting of child sexual abuse and sexual violence as required by 16 V.S.A §563a.

*If you checked "Other," describe why you can't affirm the above assurance.*

**Provide the dates of staff orientation, information, or instruction related to the above assurance. You may enter the information in the text box or upload a document.**

**File Upload**

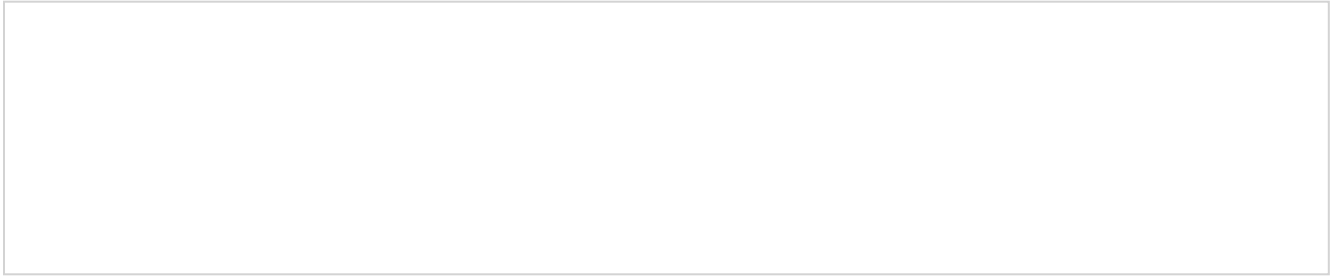
**Written Description**

**Caregiver information on the Prevention, Identification, and Reporting of Child Abuse and Sexual Violence assurance.**

Check to affirm that parents, guardians, and other interested persons have also been provided with opportunities to receive the information or instruction.

*If you checked "Other," describe why you can't affirm the above assurance.*

**Describe when and how this information is provided to caregivers during the current school year.**





## **Financial Capacity, Solvency, and Stability 2223.3.2**

### **Financial Capacity, Solvency, and Stability 2223.3.2**

If you have indicated that you're an accredited school above, please skip this section and continue to the next section Calendar, Branding, and Records Retention 2223.3.5, 2223.3.5(d), 2223.3.5(a), and 2223.3(e).

For more information about meeting this requirement, please consult the Secretary of Education's [fiscal memo to independent schools, dated July 9, 2015](#). This memo is available to download from the [Independent Schools](#) page of the AOE website.

**Provide evidence of financial capacity by attaching at least one of the following:**

- An audit letter by a certified accounting firm from the current or previous year describing financial capacity,
- A notarized letter summarizing the financial status within the current or previous fiscal year signed by the board of directors or governing body,
- An audit from the current or previous fiscal year performed by a certified accounting firm, or
- A statement of financial capacity of a private, or state, or regional agency recognized by the State Board for accrediting purposes concerning the school's financial capacity.

#### **Financial Capacity Evidence**

## Calendar, Branding, and Records Retention 2223.3.5, 2223.3.5(d), 2223.3.5(a), and 2223.3(e)

## Calendar, Branding, and Records Retention 2223.3.5, 2223.3.5(d), 2223.3.5(a), and 2223.3(e)

### School Calendar 2223.3.5(d)

Enter the total number of school days.

Enter a number.

Enter the total number of annual instructional hours.

Enter a number.

Upload or provide a URL link to the weekly schedule.

Calendar File Upload

Calendar Website URL

Upload or provide a URL link to the weekly calendar.

Weekly Calendar File Upload

Weekly Calendar Website URL

## Application Publications 2223.3.5.(a)

Upload copies of publications for distribution to applicants for admission including the statement required by 16 V.S.A. § 166(b)(3).

Application Publications Uploads

Sample Document.docx

## School Branding Requirements 2223.3.5

Upload evidence and/or provide website URL to demonstrate that the school complies with legal requirements of 16 VSA § 568 concerning nondiscriminatory school branding.

Nondiscriminatory Branding Evidence

Nondiscriminatory Branding Website URL

## School Record Retention Policy 2223.3.5.(j)

Upload the school's policy on record maintenance and retention that, at minimum, provides for the timely and confidential disposition of student records in the event of the school's closure.

Upload school record policy

Sample Document.docx



## Approval to Receive Public Tuition 2229

## Approval to Receive Public Tuition 2229

The following section is applicable for only certain types of Independent schools.

**Approved Independent School:** an independent school that meets the requirements in Rule 2223.3 as well as the requirements in SBE Rule 2228 (tuition from public funds) and SBE Rule 2224 (Application). This is an independent school eligible to receive public funds. Link 2229.1-2229.4.

**Approved Independent School Ineligible to Receive Public Funds:** an independent school that meets the requirements in SBE Rules 2224 (Application) and 2223.3 (Approval) but does not meet the requirements of rules concerning the delivery of special education services in SBE Rule 2229.

**Therapeutic Approved Independent School (or Therapeutic Independent School or Therapeutic School):** an approved independent school that limits enrollment to students who are on an IEP or plan under Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794 and who are enrolled pursuant to a written agreement between an LEA (Local Education Association) and the school. These schools are eligible to receive public tuition, which is inclusive of both general and special education services and is at a rate approved by the Agency of Education. Link 2228.1, 2223, 2224, 2229, 22231, 2232.

**Select the appropriate type of school based on the descriptions above.**

Approved Independent School ELIGIBLE to Receive Public Funds  
 Therapeutic Approved Independent School  
 Approved Independent School INELIGIBLE to Receive Public Funds

**Select only ONE. If you select the 'Ineligible' option, please click on 'Next' to continue through until you reach the last page (15. Sign and Submit).**

## Enrollment Requirements 2229.1

### Enrollment Requirements 2229.1

The minimum standards for services include the following essential supports for special education. During site visits for the approval and/or renewal process, evidence such as documents, interviews, and observations may be requested and need to be provided.

#### Enrollment Policy Assurance 2229.1(a)

I assure that the school publishes, maintains and follows a written enrollment policy which, at minimum, provides the following:

##### Enrollment Policy

That the student or the parent of a student seeking to attend the approved independent school shall voluntarily submit an application.

Any special considerations or requirements for a student's acceptance for enrollment, none of which shall disadvantage a student based on the student's membership in a protected class, the student's actual or suspected disability, or the student's socioeconomic status.

The school's process for making enrollment decisions when the number of applicants exceeds capacity.

That a student shall be accepted for enrollment in a non-discriminatory manner and consistent with the school's written enrollment policy. No student shall be denied acceptance for enrollment if the reason for denial is that the student is disabled as defined in section 504 of the Rehabilitation Act of 1973 as amended or that the student is eligible for special education or undergoing the comprehensive evaluation process for special education. No student shall be denied acceptance for enrollment on the basis of race, creed, color, national origin, marital status, sex, sexual orientation, or gender identity or any other classification protected by federal or State law.

*If you chose "Other," describe why you are not able to affirm the Enrollment Policy assurance.*

#### Upload Enrollment Policy

Sample Document.docx

*Upload the file*

#### IEP Team Meeting Assurance 2229.1(b)

I assure that upon the student's acceptance for enrollment, the school shall provide notice to the student's LEA to enable the student's IEP team to meet to determine how the student's services shall be provided.

*If you chose "Other," explain why you are not able to affirm the IEP Team Meeting Assurance.*

#### Provisional Enrollment Assurance 2229.1(c)

When a publicly-funded student seeks to attend an approved independent school after the start of the school year, upon the student's acceptance for enrollment, the student shall be provisionally enrolled consistent with the procedures in Rule 2229.4.

*If you chose "Other," describe why you are not able to affirm the Provisional Enrollment assurance.*

## Staffing and Personnel Assurances 2229.2 - 2229.3

### Staffing and Personnel Assurances 2229.2 and 2229.3

#### Staffing Assurances 2229.2

##### Staffing Assurance

I assure that the school does one of the following to ensure at least one staff member understands the rules of IDEA and FAPE:

*Select the applicable option(s).*

##### Choose the appropriate option:

Employing or contracting with a licensed special educator

Providing records of at least one staff member completing the required module series for the alternate route to Special Education Certification Program (2362.1(s))

*If you chose "Other," describe how you meet the Staffing Assurance (2229.2).*

### Demonstrating the Ability to Serve All Students with Disabilities Assurances 2229.3

**I affirm that appropriate personnel at the school understand and can demonstrate understanding of special education requirements including the following 2229.3(a):**

Provision of Free Appropriate Public Education (FAPE) in accordance with federal and State law.

Provision of education in the least restrictive environment in accordance with federal and State law.

Characteristics and educational needs associated with any of the categories of disability or suspected disability under federal and State law.

Procedural safeguards and parental rights, including discipline procedures, specified in federal and State law.

*If you chose "Other," explain why you are not able to affirm that appropriate personnel understand and can demonstrate understanding of special education requirements. During site visits for the approval and/or renewal process., evidence such as documents, interviews, and observations may be requested and need to be provided.*

##### IEP Implementation Assurance 2229.3(b)

I affirm a commitment to implementing the IEP of an enrolled student with special education needs, providing the required services, and appropriately documenting the services and the student's progress.

*If you chose "Other," explain how you will assure to the IEP Implementation.*

##### Staffing Assurance 2229.3(c)

I assure employing or contracting with staff who have the required licensure to provide special education services.

*Services are described by the student's IEP.*

**I agree to communication with the responsible LEA concerning the following 2229.3(d)**

Development of, and any changes to, the IEP.

- Services provided under the IEP and recommendations for a change in the services provided.
- The student's progress.
- Maintenance of the student's enrollment in the independent school.
- Identification of students with suspected disabilities.

*If you chose "Other," describe how you will implement the communication requirements of rule 2229.3.*

**Dispute Resolution Assurance 2229.3(e)**

- I assure participation in dispute resolution as provided under federal and State law.

*If you chose "Other," explain why you can not affirm participation in the Dispute Resolution assurance. During site visits for the approval and/or renewal process, evidence such as documents, interviews and observations may be requested and need to be provided.*

## Special Education Service Provision Procedures 2229.4

## Special Education Service Provision Procedures 2229.4

### Procedure for Ensuring the Provision of Special Education Services to Publicly Funded Students in Approved Independent Schools 2229.4

#### Provision of Special Education Services 2229.4(a)

I assure the school complies with the procedures for ensuring the provision of special education services to publicly funded students in Rule 2229.4 and cooperates with the LEA to ensure the procedures are followed.

I assure that the school will designate personnel to participate in each IEP or 504 meeting convened by a student's LEA.

*If you chose "Other," explain why you are not able to agree to the Provision of Special Education Services assurance.*

#### Service Provision Assurance 2229.4(b)

I assure to collaborate with the LEA and the student's IEP team to ensure the student's services are provided in accordance with State and federal law. Services shall be provided in a timely manner, beginning with the first day of the school year when possible.

*If you chose "Other," explain why you are not able to implement the Service Provision assurance.*

#### Least Restrictive Environment Assurance 2229.4(d)

I assure the student's special education and related services shall be provided in the least restrictive environment.

*If you chose "Other," explain why you are not able to assure to implementing the Least Restrictive Environment assurance.*

#### Service Provision Methods 2229.4(e)

I assure the school will use any or all of the below methods to ensure the provision of students' IEP services:

*If you chose "Other," explain why you are not able to affirm the above assurance.*

- The approved independent school recruiting and hiring special education or other professional or paraprofessional staff.
- The approved independent school contracting directly with service providers to provide the services at the independent school if the services are not otherwise available at the independent school.
- The approved independent school contracting with the LEA to provide the services.
- The LEA providing the services at a public school operated by the LEA or another public school.

#### Dispute Resolution Initiation 2229.4(f)

I agree to pay half the cost of an independent hearing officer in the case of a dispute with the LEA over



the provision of special education services being provided in accordance with a student's IEP.

*If there is a dispute between the LEA and the approved independent school over whether the student's special education services can be provided in accordance with the student's IEP at the independent school or otherwise, the LEA shall initiate a hearing before an independent hearing officer, the costs of which shall be borne equally between the LEA and the independent school, within 30 days of the impasse.*

**Qualified Staff and IEP Services 2229.4(g)**

I understand that if the school is found by the hearing officer to be unable to provide IEP services due to a lack of qualified staff, the LEA will immediately convene an IEP meeting.

*The approved independent school shall not be subject to any disciplinary action or revocation of its approval by the Board under Rule 2223.8 due to its failure to enroll or continue to enroll the student.*

# Special Education Records Maintenance

## Special Education Records Maintenance

### Record Maintenance Assurance

I affirm that the school maintains education records for all students who are eligible for special education services.

*If you chose "Other," explain why you are not able to implement the Records Maintenance assurance.*

The education records may include, but are not limited to the following:

1. Enrollment agreement defining LEA and independent school responsibilities for the provision of special education services
2. The student's most recent comprehensive evaluation
3. The student's current Individualized Education Plan (IEP)
4. Progress monitoring
5. Current behavior plan (if applicable)
6. Any document communication with family/other professionals
7. Evidence of data collection/provision of services (can include but is not limited to daily data collection, student records or service logs) that include:
  - o Student name
  - o Service provided
  - o Service provider
  - o Date
  - o Time

The questions below relate only to students who require provision of special education services as described by an Individual Education Plan (IEP). If the school does not currently have students with IEPs, describe the plan for storing and maintaining the records.

### **Describe the process for storing student IEP and associated documents.**

Process

### **Describe the process by which staff are able to access student IEP or other relevant documents.**

Process

### **Describe how access to student IEP or related documents is tracked.**

Process

### **Describe who is responsible for maintaining and updating student IEP and related documentation. Include how often maintenance is scheduled to occur.**

Process



## Sign and Submit

## Sign and Submit

By signing below, I hereby affirm I am an authorized officer or administrator of the applying school, and certify the information contained herein is true and accurate to the best of my knowledge.

**Signature**

A handwritten signature in black ink, appearing to read "Kurt D." with a stylized flourish at the end.

*You may type or draw your signature.*