[Insert District Letterhead]

[Date]

[Contact]

[Address]

[Town, State, Zip]

Re: Invitation to Individuals with Disabilities Education Act (IDEA) Consultation Meeting held pursuant to 20 U.S.C. § 1412(a)(10)(A)(iii)

Dear [Private school representative, parent of parentally-placed private school student, or home school parent],

On behalf of the [District] Public Schools, I am writing to invite you to participate in a consultation meeting regarding child find and proportionate share services under the Individuals with Disabilities Education Act (IDEA).

The meeting is scheduled for:

Date: [date]

Time: [time

Location: [address]

At this meeting, we will be discussing:

***Child Find:***

The process as to how parents of privately-enrolled students, teachers, and private school officials are to be informed about this process; how parentally-placed private school children suspected of having a disability can be evaluated for eligibility and potentially be offered equitable participation in special education services. **[**If sending letter to a school, indicate **I have attached a Child Find notice that you should post in a conspicuous location at your school.** If sending to a parent of a parentally-placed private school student or parent of a home-school student, indicate **I have attached a Child Find Notice].** For students already found eligible for special education either by [District] Public Schools or another school district, please come to the meeting prepared to provide documentation for the District to verify the eligibility of students (e.g. IEP’s). Please make sure you have obtained a consent form from each student’s parents and/or guardians to share this information with [District] Public Schools.

***Determination of Proportionate Share:***

The determination of the proportionate share of Federal funds available to serve parentally-placed private school children with disabilities, including the determination of how the proportionate share of those funds was calculated.

***Consultation Process, Methodology and Schedule for the Year:***

The consultation process that will be utilized among the District, private school officials, representatives of parents of parentally-placed private school children with disabilities, and parents of home-schooled students, including how the process will operate throughout the school year to ensure that parentally-placed children with disabilities identified through the child find process can meaningfully participate in special education and related services.

***Determination of Services and their Method of Provision:***

General discussion of student needs and how potential types of special education and related services can be delivered either directly or through alternative service delivery mechanisms. Federal IDEA funds can be used to provide services on the grounds of private schools, but services provided with state and local funds must be provided at a "public school facility or other public or neutral site," in accordance with 603 CMR 28.03(l)(e)(3)).If the amount of proportionate share of IDEA funds is insufficient to serve every student, a discussion of how the District will apportion the services among eligible student(s), and how and when those decisions will be made. If the District disagrees with the views of the private school official(s) or of the home-school parents on the provision of services or types of services (whether provided directly or through a contract), a discussion of how the District will provide the private school official(s) or representative of home-school parents with a written explanation of the reasons the District chose not to adopt the recommendations of the private school official(s) or representative of home-school parents.

We look forward to meeting with you to discuss and receive your input on the above topics at this consultation meeting. Please contact [District contact] at [phone number] to RSVP. If you are unable to attend, but would like to participate by phone, please provide us with a phone number so that we can arrange to accommodate your request. Also, if you are unable to either attend or participate by phone, but would like a copy of the materials from the meeting, please let us know.

I look forward to hearing from you.

Sincerely,

[Special Education Director]

#### (Child Find Notice: Private School)

# ATTENTION

# PRIVATE SCHOOL PARENTS

# Child Find

It is the responsibility of the [District] Public Schools to identify any child who may have a disability who is either a resident of [District] or who attends a private school within the geographic boundaries of [District] even if the student is not a resident of [District]. This also includes students who are homeschooled.

[District] Public Schools is also responsible for the evaluation of those students to determine if they are eligible for special education or related services under Federal law, IDEA (Individuals with Disabilities Education Act) or, Massachusetts State Law, 603 CMR 28 (Massachusetts Special Education Regulations).

[District] Public Schools is also committed to identifying children before their third birthday in order to provide early intervention services for three and four year-olds with disabilities. If you have questions or concerns regarding your child's development and would like to have him/her screened, please call [District Contact] at [phone number] to set up an appointment.

If you suspect that your child may need an evaluation to determine eligibility for special education services, you may request an evaluation, at no cost, through the [District] Public Schools [Special Education Office]. Please contact us at the following:

# [District contact]

# [District address]

# [District town, state, zip]

# [Phone number]

# [Email]

#### (Child Find Notice: Home School)

# ATTENTION

# PARENT OF HOMESCHOOLED STUDENTS

# Child Find

It is the responsibility of the [District] Public Schools to identify any child who may have a disability who is either a resident of [District] or who attends a private school within the geographic boundaries of [District] even if the student is not a resident of [District]. **This also includes students who are homeschooled.**

[District] Public Schools is also responsible for the evaluation of those students to determine if they are eligible for special education or related services under Federal law, IDEA (Individuals with Disabilities Education Act) or, Massachusetts State Law, 603 CMR 28 (Massachusetts Special Education Regulations).

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If you suspect that your child may need an evaluation to determine eligibility for special education services, you may request an evaluation, at no cost, through the [District] Public Schools [Special Education Office]. Please contact us at the following:

# [District contact]

# [District address]

# [District town, state, zip]

# [Phone number]

# [Email]