

## SONOMA COUNTY SELPA

### SUMMARY OF PRIVATE SCHOOL REFERRAL PROCEDURES

#### Background

IDEA 2004 requires districts where private schools are located to be responsible for conducting child find and assessment activities to determine eligibility for special education and related services. The district of residence of the child is responsible for developing the IEP and offering a free, appropriate public education (FAPE).

The districts in Sonoma County SELPA have agreed that the district where the private school is located will assign the task of conducting the assessment to determine eligibility for special education and related services to the district of residence of the child. The district of residence will conduct the assessment, develop the IEP, and offer FAPE, if appropriate.

#### If a referral is made by a private school parent or private school to the district where the private school is located and the district of location is different than the district of residence

1. The district of location will inform the parent and/or the private school that the assessment will be conducted by the district of residence.
2. The district of location will obtain parent consent to exchange any personally identifiable information about the child with the district of residence and fax a copy to the district of residence with the completed form entitled "Private School Referral for Assessment by District Where Private School is Located."
3. The district of residence will obtain parent consent to exchange any personally identifiable information about the child with the district of location.
4. The district of residence will conduct the assessment, develop the IEP, and offer FAPE, if appropriate, following all applicable timelines and legal procedures. The district of residence will invite the district of location to the IEP meeting.
5. The district of residence will provide copies of the assessment, the IEP and any other relevant documents to the district of location.

#### If a referral is made by a private school parent or private school to the district of residence and the district of residence is different than the district of location

1. The district of residence will inform the parent and/or the private school that while the responsibility for assessment rests with the district where the private school is located, the assessment will be conducted by the district of residence.

2. The district of residence will obtain parent consent to exchange any personally identifiable information about the child with the district of location and fax a copy to the district of location with the completed form entitled "Private School Referral for Assessment by District of Residence."
3. The district of residence will conduct the assessment, develop the IEP, and offer FAPE, if appropriate, following all applicable timelines and legal procedures. The district of residence will invite the district of location to the IEP meeting.
4. The district of residence will provide copies of the assessment, the IEP and any other relevant documents to the district of location.