



PROGRAMS FOR EXCEPTIONAL CHILDREN PARENTALLY PLACED PRIVATE SCHOOL STUDENTS

ACCESSING SPECIAL EDUCATION SERVICES

Parents of students, grades K-12, contact either the school to which their student would be assigned if enrolled in CMS or the Exceptional Children (EC) Program office to request evaluations (or re-evaluations) by the Individualized Education Program (IEP) Team for consideration of Special Education services.

The IEP Team obtains required enrollment documentation from the parents in order to initiate the evaluation process.

The IEP Team meets with the parents to discuss their concerns, collect intervention data, and complete the written referral.

The IEP Team obtains written consent for evaluation and any previously completed evaluation reports that are current and relevant, and conducts a comprehensive assessment.

The IEP Team schedules a conference with the student's parents to discuss the evaluation results and to determine eligibility for the special education services that the EC Program provides to Parentally Placed Private School Students.

If eligible for EC services, a Private School Services Plan (PSSP) is developed, parent consent for services is obtained, and the PSSP is implemented.

ENROLLMENT REQUIREMENTS

The EC Program requires that the following information be submitted to the school IEP Team to begin the evaluation and eligibility process:

- A copy of the student's legal name and date of birth
- Current immunization record
- Two different copies of proof of residence, proof of domicile, residency affidavit or a statement of McKinney-Vento status
- Written statement from the private school affirming the student's enrollment (if the student does not reside in Mecklenburg County)

CONTACT INFORMATION

EC Website: www.cms.k12.nc.us/CMSDEPARTMENTS/EC

Email: ec@cms.k12.nc.us

4421 Stuart Andrew Boulevard Suite 500

Charlotte, NC 28217

Phone: 980-343-6960; Fax: 980-343-5433

December 16, 2016

Dear Mecklenburg County Private/Home School Director:

Charlotte Mecklenburg Schools (CMS) has a duty under federal legislation entitled the Individuals with Disabilities Education Improvement Act (IDEIA) to seek out and evaluate students suspected of having educational disabilities. Accordingly, if a student attending your school is suspected of having a disability as defined in IDEIA, parents should make a referral to the principal of the appropriate CMS School. The appropriate school for this purpose is the CMS School the student would attend if the student was enrolled in a CMS public school.

A referral may also be made to the Exceptional Children Department. A flyer with information for that purpose is included. Upon receipt of the referral, CMS school personnel will complete required evaluations if needed within a specific time frame and meet with the parent to determine if the student meets North Carolina state eligibility as a student with an educational disability.

CMS will also conduct reevaluations for students enrolled in private schools who have previously been identified as eligible for Special Education services. Parents may make a request for reevaluation to the principal of their home school, i.e., the school that the child would attend if enrolled in CMS. A referral may also be made to the Exceptional Children Program by calling 980-343-6960. The same process for reevaluation will be implemented for private school students as is used with students enrolled in CMS.

Reevaluation is a process of reviewing information about a student's performance in order to identify needs and determine appropriate educational programming and need for Special Education services. This review is conducted by the Individualized Education Program (IEP) Team. Members of that team include, at a minimum, the parent or guardian, a regular education teacher, a special education teacher, and a Local Education Agency (LEA) representative. IEP Team meetings for private school students will be held at the student's home school, i.e. the public school the student would attend if enrolled in CMS. The parent is highly encouraged to attend and share their concerns regarding their child, and it is strongly recommended that a teacher or representative from the private school participate in the IEP Team meeting in order to provide current information on academic, learning, or other school-related concerns.

The evaluation process begins with a review of existing evaluation data and would include the following:

- Record review (Attendance, grades, test scores, work samples, relevant medical information, discipline record, etc.)
- Review of previous evaluations and information provided by the parent
- Review of classroom based assessments and observations
- Summary of observations by teachers and other service providers at the private school.

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It will be necessary for the IEP Team to have access to the above information in order to make informed decisions.

The review should make clear the student's present level of performance and educational needs in order to determine if a disability exists and if there is a need for special education services. If additional information or assessment data is needed to clarify the present level of performance or educational needs, the IEP Team may ask for additional types of information or assessment data. If additional assessments are requested, the parent must give written permission for those assessments to occur. Additional assessments will take place at the home school.

IDEIA also requires that CMS spend a proportionate share of federal funding on students with educational disabilities enrolled in Mecklenburg county private/home schools. The type of services offered may be different than that offered to public school students with disabilities. During 2016-2017, CMS is providing speech-language therapy services for students for whom this is the primary disability.

CMS is interested in identifying new ideas for ways to spend the proportional share of federal funding for students with disabilities enrolled in private/home schools. Your input as educational providers is requested regarding students with disabilities and those suspected of having disabilities enrolled in your private/home school as well as types of services you would like provided. Please complete the attached survey and return it in the enclosed envelope by January 20, 2017, to Nancy Harver, Administrative Program Specialist, who will serve as contact person for this project. She may be reached by e-mail at nancy.harver@cms.k12.nc.us. Alternatively, you may fax the information to Ms. Harver at 980-343-0619.

Please indicate on the attached survey your interest in attending a meeting to be held January 31, 2017, at 3:30 in room 5066 at the CMS Atrium. The CMS Atrium is located at 4421 Stuart Andrew Boulevard, Suite 500, Charlotte, NC 28217. This meeting will be to share information regarding Child Find and gather suggestions from private and home schools as to how to use the proportionate share of federal funding. If you cannot attend, but would like to submit suggestions in writing, we would welcome your input.

If you are a private school, please provide a copy of this letter or post this letter in a location available to parents.

Thank you,



Gina H. Smith
Assistant Superintendent
Programs for Exceptional Children
Charlotte-Mecklenburg Schools