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**ADAMS WELLS SPECIAL SERVICES COOPERATIVE**  
**ANNUAL CASE CONFERENCE PRIVATE SCHOOL SERVICE PLAN**  
**POLICY AND PROCEDURES**

**Procedures:**

1. The teacher of record contacts the corporation coordinator where the private school is located to alert them as to the annual case review of a student who is already receiving services in a private school in the corporation.
2. The teacher of record contacts the parents and private school personnel to set the date and time for the meeting. The following participants are required to attend the annual case review meeting:
  - a. Public agency representative (usually a coordinator or a delegated representative of the public school corporation)
  - b. The teacher of record
  - c. A representative of the private school
  - d. A general education teacher
  - e. The student if age 14 or above
  - f. Parent(s) of the student
  - g. Other individuals may be invited at the discretion of the parent or public agency
3. The teacher of record completes the private school service plan at the meeting. FAPE is reviewed and documented in Private School Plan in case conference notes.
4. If parents intend to keep their child in a private school, the private school service plan is completed and signed.
5. If parents ask for their student to return to their home school corporation, a case conference will be scheduled with the personnel from that school corporation to complete an IEP.

**ADAMS WELLS SPECIAL SERVICES COOPERATIVE**

**POLICY AND PROCEDURES FOR EVALUATIONS AND SERVICES FOR PARENTALLY PLACED NON-PUBLIC SCHOOL STUDENTS**

**Policy:**

For students who attend non-public schools or who are homeschooled by parent choice and who are referred for educational evaluations, AWSSC will conduct the evaluations in accordance with the procedures and timelines agreed upon in consultation with these schools. Parents have the right to choose whether AWSSC or the corporation of legal settlement will evaluate their student and whether they will choose FAPE from their corporation of legal settlement or a service plan at the non-public school.

**Procedure:**

If the private school and/or parent would like an **initial evaluation** to see if a student is eligible for special education services, the following procedures shall be followed:

1. For students who reside in the legal corporations of AWSSC, attend a non-public school in AWSSC and AWSSC will be completing the evaluation.
  - a. The private school contacts the AWSSC office to ask coordinator to attend a building based team meeting
  - b. Coordinator or school psychologist who serves the private school may attend the building based team meeting
  - c. Data is collected during the private school building based team meeting with regard to student's present levels of performance, difficulties, interventions/strategies implemented and the results of those attempts to address difficulties within the educational environment.
  - d. Additional interventions may be put into place and data collected to determine whether or not the interventions have been effective.
  - e. Another meeting may be scheduled if interventions have not proven to be effective with parents, psychologist or coordinator present
  - f. If the decision is to evaluate the student, the necessary paperwork (referral and parental consent for evaluation) is completed. A case conference date should be tentatively scheduled at this time.
  - g. The corporation coordinator, in collaboration with the school psychologist, contacts the serving school teacher (TOR) to arrange the education evaluations
  - h. The psychologist and TOR complete their evaluations.
  - i. A case conference is scheduled in collaboration with the psychologist, TOR, corporation coordinator as the public agency representative, private school representative, general education teacher(s), the student, if aged 14 or older, and parent.
  - j. If student is eligible, the service school corporation teacher, in collaboration with the home district coordinator, will write the IEP offering FAPE.
  - k. Parent may accept FAPE and return to home school district.  
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  - l. Parent may agree with eligibility and FAPE offering however they choose their expense to enroll child in private school. A Private School Service Plan will be completed/available.

- m. Each year an annual meeting will be held to develop a Private School Service Plan with an offering of FAPE if the student continues to have legal settlement within AWSSC school corporations.
2. For students who reside in the legal corporations of AWSSC, attend a non-public school outside of AWSSC and AWSSC completes the evaluation:
    - a. The Public Agency where the private school is located should explain FAPE to the parents
    - b. The parent chooses whether AWSSC or the Public Agency where the private school is located will evaluate
    - c. The parent is asked to provide consent for any personally identifiable information about the student before information is released between the two schools
    - d. AWSSC completes the psycho educational evaluation
    - e. If student is determined eligible for services, AWSSC will offer FAPE with a full IEP.
    - f. If parents reject FAPE and wish to pursue a service plan, parents provide permission for the results of the evaluation to be provided to the public agency where the private school is located
    - g. Public agency where private school is located must convene a case conference within 10 instructional days of the receipt of the evaluation results to offer a service plan.
  3. For students who reside in the legal corporations of AWSSC, attend a non-public school outside of AWSSC and corporation where private school is located completes evaluation:
    - a. The Public Agency where the private school is located should explain FAPE to the parents
    - b. The parent chooses whether AWSSC or the Public Agency where the private school is located will evaluate
    - c. The parent is asked to provide consent for any personally identifiable information about the student before information is released between the two schools
    - d. Evaluation is completed by Corporation where private school is located
    - e. Corporation where the private school is located needs to offer a service plan
    - f. Parent may seek FAPE from AWSSC
    - g. If parents seek FAPE, AWSSC must convene a case conference within 10 instructional days to offer FAPE.
  4. For students who live outside of the legal corporations of AWSSC, attend a non-public school inside of AWSSC and AWSSC completes the evaluation:
    - a. AWSSC explains FAPE to the parents
    - b. Parent chooses whether AWSSC or the Public Agency where the student resides completes the evaluation
    - c. Parents are asked to give consent for the personally identifiable information to be released between the two schools
    - d. AWSSC conducts the evaluation
    - e. AWSSC offers a service plan
    - f. Parent must seek FAPE from their home corporation if they do not accept the service plan.

5. For students who live outside the legal corporations of AWSSC, attend a non-public school inside of AWSSC and Corporation where student lives completes the evaluation:
  - a. AWSSC explains FAPE to the parents
  - b. Parent chooses whether AWSSC or the Public Agency where the student resides completes the evaluation
  - c. Parents are asked to give consent for the personally identifiable information to be released between the two schools
  - d. Corporation where student resides does the evaluation
  - e. Corporation where student resides offers FAPE
  - f. Release of information is signed by the parent for AWSSC to receive evaluation results
  - g. AWSSC receives information regarding evaluation and offers Service Plan within 10 instructional days of receiving documents.

**ADAMS WELLS SPECIAL SERVICES COOPERATIVE**  
**POLICY AND PROCEDURES FOR MOVE-IN STUDENTS IN PARENTALLY-  
PLACED PRIVATE SCHOOLS OR WHO ARE HOMESCHOOLED**

**Policy:** Adams Wells Special Education Cooperative (AWSSC) is required to offer special education services to eligible students who are parentally placed in a private school or who are homeschooled, according to the agreements reached in consultation with these schools.

**Procedures:** If a student **already been found eligible** for special education services enrolls in a private school or is homeschooled, the following procedures shall be followed:

1. The private school contacts AWSSC to notify the corporation coordinator.
2. The school district of legal settlement is determined. If this district is outside of AWSSC's jurisdiction, parents are asked if they would like to sign a release to enable AWSSC to communicate with their district of settlement. Parents **must** provide written consent before information regarding the student can be exchanged between the school district of legal settlement and AWSSC.
3. A case conference meeting is scheduled within 10 instructional days (after documentation of an educational evaluation and/or IEP is received). A representative of the private school must attend this case conference.
4. At the meeting, parents will be informed that they can receive an offer of a Free and Appropriate Public Education (FAPE) from their district of settlement if their district of legal settlement is outside of AWSSC.
5. If parents decide to have their child continue enrollment at the private school, a service plan will be offered from the school district where the private school is located.

A service plan will have the following elements:

- a. Present levels of the student's educational performance
  - b. Measurable annual goals related to the services provided describing what the student can be expected to achieve within a 12-month period
  - c. Special education and related services provided to the student or on behalf of the student, or supports to school personnel that will be provided
  - d. Participation in statewide or district assessments, including accommodations for testing that will be utilized by the student
  - e. Projected dates of initiation of services and the length, frequency, location, and duration of services
  - f. A statement of the student's progress towards goals, including how the parents will be informed of the progress
  - g. That the offer of FAPE was made and what this would entail.
6. Appropriate paperwork will be completed, with a copy given to the parents and filed at the AWSSC office.

7. If additional evaluation is requested as a result of the conference, parents will have the option of having either their home school corporation complete the additional evaluation, or AWSSC. Permission must be signed in order for AWSSC to communicate with the school district of legal residence.
8. A service plan will be offered annually. Parents will continue to be reminded annually that they may request FAPE from their home school corporation if district of legal settlement is outside of AWSSC. If parents' district of legal settlement is within AWSSC corporations, a FAPE will be offered annually by AWSSC.
9. Services will be provided according to the service plan.