Sample Invitation to Consultation Meeting

[Insert District Letterhead]

To: [Name of Recipient]
From: [Name of Sender]
Date: [Date of Letter]
Subject: 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], 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:
Time:
Location:

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 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 homeschool student, indicate** *I have attached a Child Find Notice***].**

For students already found eligible for special education, either by [District]or another school district, please come to the meeting prepared to provide documentation for the district to verify the eligibility of students (e.g., IEPs, psychoeducational evaluations, and eligibility determination documentation). Please make sure you have obtained consent forms from each student's parents and/or guardians to share this information with [District].

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 homeschooled 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 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. 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 homeschool 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 homeschool 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 homeschool 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]

Sample Invitation to Consultation Meeting

(Child Find Notice: Private School)

ATTENTION

PRIVATE SCHOOL PARENTS

Child Find

It is the responsibility of the [District] to identify, locate, and evaluate all children with disabilities who reside within the district and may be in need of special education and related services. This responsibility includes children ages 3-21 attending public schools, private schools located within the geographic boundaries of the district, homeschooled students, migrant students, homeless students, and students who are wards of the state. This requirement is known as Child Find and is mandated under the Individuals with Disabilities Education Act (IDEA), 20 U.S.C. § 1412(a)(3), and its implementing regulations at 34 C.F.R. § 300.111.

[District] is responsible for conducting evaluations to determine whether a child is eligible for special education and related services under IDEA and the Tennessee State Board of Education Rules, Chapter 0520-01-09, including Rule 0520-01-09-.05 (Child Find and Free Appropriate Public Education). Tennessee adopts and implements the federal special education regulations found in 34 C.F.R. Part 300.

[District] is also committed to identifying three- and four-year-old children in order to provide early intervention services. If you have questions or concerns about your child's development, please call [district contact] at [phone number] to schedule 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] Special Education Office. Please contact us at the following:

[District contact]
[District Address]
[District town, state, zip]
[Phone number]
[Email]

Sample Invitation to Consultation Meeting

(Child Find Notice: Home School)

ATTENTION

PARENT OF HOMESCHOOLED STUDENTS

Child Find

It is the responsibility of the [District] to identify, locate, and evaluate all children with disabilities who reside within the district and may be in need of special education and related services. **This responsibility includes students who are homeschooled.** This requirement is known as Child Find and is mandated under the Individuals with Disabilities Education Act (IDEA), 20 U.S.C. § 1412(a)(3), and its implementing regulations at 34 C.F.R. § 300.111.

[District] is responsible for conducting evaluations to determine whether a child age 3-21 is eligible for special education and related services under IDEA and the Tennessee State Board of Education Rules, Chapter 0520-01-09, including Rule 0520-01-09-.05 (Child Find and Free Appropriate Public Education). Tennessee adopts and implements the federal special education regulations found in 34 C.F.R. Part 300.

[District] is also committed to identifying three- and four-year-old children in order to provide early intervention services. If you have questions or concerns about your child's development and would like to have him/her screened, please call [District Contact] at [phone number] to schedule 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] Special Education Office. Please Contact us at the following:

[District contact]
[District Address]
[District town, state, zip]
[Phone number]
[Email]