

Parentally Placed Private School Students Evaluation

Guidance Document

Overview

IDEA federal regulations require that a proportionate amount of your federal funds be used to provide services to parentally placed children with disabilities in private schools within the school jurisdiction and that a report be provided to the State Department of Education. At the end of the school year, an evaluation must be submitted to the Division of Special Education that includes certain information per IDEA Section 612(a)(10)(A). The information that must be maintained includes:

1. The number of children evaluated under the private-school provisions of IDEA.
2. The number of children determined to be children with disabilities (found eligible under IDEA).
3. The number of children served through the proportionate share services provided to parentally placed private school students with disabilities.

LEAs may use the [IDEA Equitable Services Tracker](#) to document data for this annual evaluation, including how IDEA reserved funds were used to provide services and whether any carryover funds are available for parentally placed private school children with disabilities.

All LEAs must submit this evaluation by **Oct. 2, 2026**, regardless of whether private school students are served within their district. At a minimum, the first section must be completed, describing the child find activities used to determine whether eligible parentally placed private school special education students are located within the school district. Please keep in mind that homeschooled students are classified as

private school students under IDEA in the State. Child Find must include these students as well as those served by private schools.

Evaluation Completion Steps

Evaluation may be located under *ePlan > 2026 > Data and Information > Parentally Placed Private School Student Evaluation*.

Steps 1-6 will be completed for students ages 3-5 and ages 6-21.

Step 1: Access the evaluation under Data and Information and set the status to Draft Started.

Step 2: Complete the Child Find and Consultation section. All LEAs, regardless of providing services, must use this section to outline Child Find Activities, proportionate share, and ongoing consultation.

Step 3: Complete the Evaluation and Eligibility section. LEAs will place the number of students evaluated during the school year, the number determined eligible for services during the school year, and the total number of students served during the school year with an ISP.

Step 4: Complete the Services Provided section. This will require LEAs to discuss the types of services provided, who provided them, and where they were provided.

Step 5: Complete the Proportionate Share Funds section. LEAs will list the amount of proportionate share funds from the prior year (including any carryover), the amount spent on services, and any funds not expended on services.

Step 6: Upload budget worksheet for IDEA, Part B (611) and IDEA Preschool (619). LEA may use a self-created worksheet or may use the budget worksheet templates found in the [IDEA Equitable Services Tracker](#).

Step 7: Complete the Individualized Education Account (IEA) Data Collection page. LEA must mark if they had a student who is eligible for services under IDEA and who left the LEA to attend a private school with an IEA. For those with parentally placed private school students attending with an IEA, please upload evidence of

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informing families of their rights outlined in the guidance document [Frequently Asked Questions Related to Serving Students with Disabilities with Individualized Education Accounts \(IEAs\)](#). The LEA must also attest that these students were included in the proportionate share calculation.

Step 7: Click *Draft Completed* and have the LEA Authorized Representative to *Approve*.

Contact

For questions related to the Parentally Placed Private School Student Evaluation, please contact Michelle.Harless@tn.gov.