LASALLE/PUTNAM COUNTY EDUCATIONAL ALLIANCE FOR SPECIAL EDUCATION
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TO: All Superintendents and District Special Education Contacts **(ACTION NEEDED)**

FROM: Mary Jane Chapman, Executive Director MJC

DATE: August 27, 2009

RE: Requirements for "Timely and Meaningful Consultations"

L.E.A.S.E. has developed information to help districts to meet the requirements of Timely and Meaningful Consultations" (T.M.C.) with all private/parochial and home/schools within your district boundaries. Please remember that this is a requirement for any district that has known home-school students and private school students with disabilities regardless of whether your district has proportionate share funds to expend on such students. Each district must complete their T.M.C. by October 15 of each year and submit all required documentation to ISBE by November 1 of each year, no exceptions. All supporting guidance documents are available on the L.E.A.S.E. website.

The following is a general outline of the steps necessary to complete the process.

1. Set a date, time and location to conduct the T.M.C.

2. Notify the following groups when the meeting is being scheduled:
   a. Representatives/administrators of private schools:
   b. Parent representatives of private schools:
   c. Parents of Home-Schooled Students
   d. Also, in order to ensure the widest possible participation of such parents in the TMC process, the district is expected to place an advertisement in a local publication of general circulation that provides notice to the public of the TMC meeting.

3. Prepare for the meeting.
   a. Develop a sign in sheet to record attendance.
   b. Make ample copies of the attestation form "Written Affirmation of Consultation with Private/Parochial Providers".
   c. Prepare an agenda, handouts, and/or PowerPoint presentation covering the following five topics:
      i. **Child Find** - The district must discuss how L.E.A.S.E. will be conducting the Child Find process and how interested parties will be informed of the process. (Cover Memo to Private Schools, Child Find Reporting Form, Child Find and Public Awareness, Annual Legal Notice of Special Education Services Available, Illinois Administrative Code 226-110, and LEASE Preschool Child Find Activities)
      ii. **Proportionate Share** - The district must disclose how much of its Federal Part B funds have been allocated to full-time private school students (and full-time home school students) for the 2009-10 school year, and how that amount was determined. (Proportionate Share)
      iii. **Meaningful Participation** - The district must describe the procedures it will use to ensure that full-time private school students with disabilities will have the opportunity to meaningfully participate in school district special education and related services throughout the school year (i.e., the procedures by which

parents of private school students with disabilities can access the services being offered by the district during the coming school year). (LEASE Referral Process, Disability Definitions)

iv. **Allocation of Services -** The district must describe the types of service that will be provided during the school year, including the location(s) where the service will be provided. Included with this statement must also be a statement of how the district reached this conclusion and the rationale behind the conclusion.

v. **Proposals of the Private School Representatives -** The district must finally describe the process by which the district will provide a written response to proposals by the private school representatives when the district disagrees with those proposals.

4. During the meeting make sure all attendees sign-in to show their attendance and sign an attestation form prior to leaving the meeting.

5. After the meeting the following documentation must be sent to ISBE by November 1st.
   a. A copy of all notice letters sent by the district
   b. Copies of all attendance or sign-in sheets
   c. A copy of the ad placed, include the date and name of the publication
   d. A copy of any agenda, handout or PowerPoint used at the TMC meeting(s)
   e. Copies of all signed and unsigned attestation forms

   Send Documentation to:
   Leigh Ann Smith
   Division of Special Education Services
   Illinois State Board of Education
   100 N. First Street
   Springfield, IL 62777

6. Make sure to share information regarding allocation of services with affected district employees and your L.E.A.S.E. coordinator.

7. If you have no private schools within your district boundaries, send ISBE a letter to that effect.

Please contact me if you have any questions regarding this information or the State and federal child-find requirements.

xc: L.E.A.S.E. Professional Staff