



To: Administrator of Private School

From: Larry Syverson, Director of Special Education

Date: Apr 30, 2026

Re: Meeting regarding Special Education and Private School Children with Disabilities

The Individuals with Disabilities Education Act (IDEA) requires that the PRINSBURG SCHOOL DISTRICT consult with and provide certain information to the representatives of private schools and to the representatives of parents of parentally placed private school students. Toward that end, the PRINSBURG SCHOOL DISTRICT is providing you with this memorandum. Please post this memorandum in a prominent location in your schools so that parents may have access to this information as well.

If you are a private school representative and you do not wish to meet to engage in further consultation regarding the topics in this memorandum, please sign the last page of this document and email it back to Khrystyna Lupkes at khrystyna.lupkes@swwc.org at your earliest convenience. If, however, you do wish to engage in further consultation, please contact me at 320-424-2728 so we can schedule a meeting to do so.

1. What is the child find process?

The PRINSBURG SCHOOL DISTRICT is required to conduct activities to locate, identify, and evaluate all children with disabilities who are located within the geographic boundaries of the PRINSBURG SCHOOL DISTRICT. These activities are referred to as the “child find” process. The child find requirement applies to all children with disabilities who are attending private elementary and secondary schools, including religious schools. The child find process for private school children with disabilities must be comparable to the process used for children with disabilities in public schools.

IDEA requires that all children with disabilities be reevaluated at least once every 3 years. Therefore, the PRINSBURG SCHOOL DISTRICT must initiate a reevaluation of a private school child with a disability at least once every three years. If the PRINSBURG SCHOOL DISTRICT cannot complete the reevaluation because the child’s parents refuse to cooperate, the PRINSBURG SCHOOL DISTRICT is not required to take further action. The requirement to reevaluate includes private school children with disabilities who are not receiving special education and related services from the PRINSBURG SCHOOL DISTRICT. Such children need to be reevaluated to determine whether they continue to have a disability for the private school child count and funding purposes.

2. How can parentally placed private school children suspected of having a

disability participate equitably in the child find process?

The parent, guardian, or teacher of a child who is attending a private school located within the PRINSBURG SCHOOL DISTRICT may ask the PRINSBURG SCHOOL DISTRICT to evaluate the child to determine whether he or she has a disability and is in need of special education services under IDEA. Any child suspected of having a disability may be referred to the PRINSBURG SCHOOL DISTRICT for an evaluation. If the PRINSBURG SCHOOL DISTRICT evaluates a child parentally placed at a private school located within the district and determines that the child is eligible for special education services, the PRINSBURG SCHOOL DISTRICT will provide the child with a free appropriate public education.

3. How does the PRINSBURG SCHOOL DISTRICT inform parents, teachers, and private school officials of the child find process?

In addition to disseminating this memorandum, once a year if requested, the PRINSBURG SCHOOL DISTRICT's Director of Special Education Services will invite private school officials and parents to a meeting to discuss the child find process. Copies of brochures are available to parents, teachers, and private school officials upon request.

4. How does the PRINSBURG SCHOOL DISTRICT determine and calculate the proportionate amount of federal funds available to serve parentally placed private school children with disabilities?

The amount of federal funds that the PRINSBURG SCHOOL DISTRICT expends providing services to parentally placed private school children with disabilities must be equal to a proportionate amount of federal funds made available to the PRINSBURG SCHOOL DISTRICT under IDEA. In calculating the proportionate amount of federal funds to be provided for parentally placed private school children with disabilities, the PRINSBURG SCHOOL DISTRICT, after timely and meaningful consultation with representatives of private schools, must conduct a thorough and complete child find process to determine the number of parentally placed children with disabilities attending private schools located within the district.

The amount of federal funds the PRINSBURG SCHOOL DISTRICT spends on special education services for parentally placed private school students is formula-driven. The formula is based on the total number of eligible parentally placed children with disabilities ages 3 through 22 at private schools within the district's jurisdiction. It is not based on the number of actual students served. The formula operates as follows:

Step 1: $(B/(A+B)) = C$

- A = the total number of eligible public school students with disabilities
- B = the total number of eligible parentally placed private school students with disabilities
- C = percentage

Step 2: $C \times D = \text{proportionate share}$

- D = total federal funds to the district

The following example, which involves a fictional school and fictional numbers, is intended to illustrate how the current formula works:

DISTRICT XYZ has 300 children with disabilities aged 3 to 22 who are enrolled in the public schools. DISTRICT XYZ has 20 children with disabilities aged 3 to 22 who attend private schools located within the DISTRICT. And DISTRICT XYZ receives \$152,500 in federal flow through funds.

1. $(20/320) = 6.25\%$
2. $152,500 \times 6.25\% = \9531.25

Therefore, \$9,531.25 is the proportionate amount of federal funds that DISTRICT XYX has available to serve parentally placed private school children with disabilities located in the DISTRICT.

- 5. What process will the PRINSBURG SCHOOL DISTRICT use to consult with private school officials and parents of parentally placed children with disabilities and how will the process operate throughout the school year to ensure that parentally placed private school children with disabilities who are identified through the child find process can meaningfully participate in special education?**

The PRINSBURG SCHOOL DISTRICT will consult with private school officials and parents of parentally placed children with disabilities on an annual basis by disseminating this memorandum and by inviting representatives of private schools and parents to a meeting to discuss the issues addressed in this memorandum. If a child is evaluated and found to be a child with a disability who is in need of special education services, the PRINSBURG SCHOOL DISTRICT will offer services to the student as determined by the child's individual needs. Additionally, throughout the school year, private school officials and parents of parentally placed children with disabilities are invited to contact Larry Syverson at larry.syverson@swwc.org or telephone 320-424-2728.

- 6. Where, how, and by whom will special education and related services be provided to parentally placed private school children with disabilities?**

The PRINSBURG SCHOOL DISTRICT is required to offer a free appropriate public education to children with disabilities who are parentally placed in a private school located within the district.

The student's IEP team, which includes parents or guardians, will determine the student's needs and design a program. The PRINSBURG SCHOOL DISTRICT may choose to provide the services at a private school site, including a religious school, at a public school, or at a neutral site other than a nonpublic school. The PRINSBURG SCHOOL DISTRICT shall determine the location at which to provide services on a student-by-student basis. One of the many factors that the PRINSBURG SCHOOL DISTRICT may consider is whether providing services at the private school site will minimize the need for transportation and the disruption to the educational program of the children receiving the services.

When special education and related services are provided to parentally placed private school children with disabilities, they will be provided by qualified personnel. Such personnel will

typically be employed and assigned by the PRINSBURG SCHOOL DISTRICT. In some circumstances, however, the PRINSBURG SCHOOL DISTRICT may contract with qualified personnel who are not employees of the PRINSBURG SCHOOL DISTRICT.

7. What types of services may be provided?

The special education services that the PRINSBURG SCHOOL DISTRICT provides to private school children with disabilities may include all types of direct and indirect services, including transportation services. Indirect services may include, but are not limited to, assisting with the professional development of private school teachers who work with children with disabilities and providing counseling to assist private school personnel in meeting the needs of children with disabilities. In determining which services will be provided, the PRINSBURG SCHOOL DISTRICT will consider factors such as the individual needs of the child and the proportionate amount of federal funds that the PRINSBURG SCHOOL DISTRICT has available to serve parentally placed private school children with disabilities.

Special education services, including materials and equipment, must be secular, neutral, and non-ideological. The PRINSBURG SCHOOL DISTRICT must control the funds used to provide special education services and have title to all materials, equipment, and property purchased with the funds. The PRINSBURG SCHOOL DISTRICT must administer the funds and property and ensure they are used for the purpose of providing services to parentally placed private school children with disabilities.

8. How will special education funds be apportioned if the funds are insufficient to serve all children with disabilities and how and when will such decisions be made?

The PRINSBURG SCHOOL DISTRICT will apportion the available federal funds by considering factors such as requests for services and the individual needs of the children who are the subject of the request.

Federal funds will be supplemented by state and local funding to provide the student with a free appropriate public education.

9. If the PRINSBURG SCHOOL DISTRICT disagrees with the views of a private school official on the provision of services or the types of services that will be provided, what information will be provided to the private school official?

In the event of a disagreement between a private school official and the PRINSBURG SCHOOL DISTRICT, the PRINSBURG SCHOOL DISTRICT will provide a written explanation of the reasons why it chose not to provide services directly or through a contract.

CC: PRINSBURG SCHOOL DISTRICT Superintendent

AFFIRMATION OF TIMELY AND MEANINGFUL CONSULTATION

This page is used to document completion of the following required tasks as part of the Individuals with Disabilities Education Act Affirmation of Representatives of Private Schools: Obtain the signatures of private school representatives after conducting the consultations required by Title 34, section 300.134 of the Code of Federal Regulations. Maintain the signed affirmations in the school district. Send documentation of the consultation process to MDE only if a private school representative fails to provide a written affirmation within a reasonable period of time in accordance with Title 34, section 300.135, of the Code of Federal Regulations.

- the child find process and how parentally placed private school children suspected of having a disability can participate equitably, including how parents, teachers, and private school officials will be informed of the process;
- the determination of the proportionate amount of federal funds available to serve parentally placed private school children with disabilities, including the determination of how the amount was calculated;
- the consultation process among the PRINSBURG SCHOOL DISTRICT, private school officials, and representatives of parents of parentally placed private school children with disabilities, including how the process will operate throughout the school year to ensure parentally placed private school children with disabilities identified through child find can meaningfully participate in special education and related services;
- how, where, and by whom special education services will be provided for parentally placed private school children with disabilities, including a discussion of types of services, including direct services and alternate service delivery mechanisms, how such services will be apportioned if funds are insufficient to serve all children, and how and when these decisions will be made; and
- how, if the PRINSBURG SCHOOL DISTRICT disagrees with the views of the private school officials on the provision of services or the types of services, whether provided directly or through contract, the PRINSBURG SCHOOL DISTRICT will provide private school officials a written explanation of the reasons why the PRINSBURG SCHOOL DISTRICT chose not to provide services directly or through a contract.

Central Minnesota Christian School

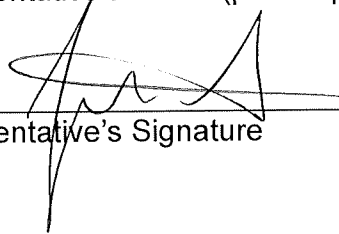
Name of Private School

Jonathan De Groot

Representative's Name (please print)

05 - 06 - 2027

Date


Representative's Signature