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Memo

To: Parents of children who attend private schools or are educated at home

From: Jessica Emerson, Director of Student Support Services for Belle Plaine Public Schools
(Phone: 952-378-2450 or jemerson@belleplaine.k12.mn.us)

Re: Identification of Student with Disabilities

The purpose of this memo is to explain your rights under the Individual's With Disabilities Education Improvement Act (IDEA 2004) which requires public school districts to identify children in non-public schools who have disabilities within its district's boundaries.

Should you perceive that your child has a disability and is not making satisfactory academic, social, behavioral and/or communicative progress and has a substantial limitation in the areas of learning and communicating, you may seek a screening and evaluation through the Belle Plaine Public Schools. The evaluation will be designed to determine whether or not your child has a disability as defined by special education eligibility criteria in Minnesota Rules (MR) 3525. For children with disabilities who are found eligible to receive special education services, parents will be invited to participate on a planning team that will review the information and propose services. The process is as follows:

1. You will be invited to attend the planning team meeting at the public school. Representatives from the non-public school will be invited to attend also. The team will review the information presented by your child's teacher, evaluator, and/or other staff. You will also have an opportunity to share information as you deem appropriate. At this time, the team will either make recommendations.
2. If the team decides to proceed with an evaluation, you will receive a written notice of the proposed evaluation for your approval. This notice requires written permission by the parent prior to the public school conducting the evaluation.
3. Once written parental permission is received, then the public school special education staff will conduct your child's evaluation. You will have an opportunity to provide further information about your child's needs as a part of the evaluation.
4. The planning team will complete an Evaluation Report (ER) and they will make a decision regarding your child's eligibility for special education.

Children eligible for special education services under MR 3525 will have an Individual Service Plan (ISP) developed by a planning team of public school special education staff, non-public school staff and you. Please let your building principal or me know if you have questions about the identification process and/or special education services.