



MEMORANDUM

To: Parent of Children Who Attend Private Schools or Educated at Home
From: Nicole Woodward, Director of Special Education for the St. Croix River Education District (SCRED)
RE: Identification of Students with Disabilities

This memo explains your rights under the Individuals with Disabilities Education Improvement Act (IDEA 2004), which requires public school districts to identify children in nonpublic schools who have disabilities within its school district's boundaries.

Should you perceive that your child has a disability and is not making satisfactory educational progress, including but not limited to academic, social behavioral and/or communicative progress, and has a substantial limitation in one or more educational areas, you may seek a screening and evaluation through the public school whose boundaries contain the private school your child attends. 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 proposed services.

The process is as follows:

1. You will be invited to attend the planning team meeting. Representatives from the nonpublic 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.
2. 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 Summary Report 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 Education Plan (IEP) developed by a planning team of public school special education staff, nonpublic school staff and you. Once written parental permission is received, the school district will begin implementing the special education services included in the plan.

Please contact: Nicole Woodward, Director of Special Education for the St. Croix River Education District, at 320-358-1244/ nwoodward@scred.k12.mn.us for further questions or discussion.