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| **PURPOSE:** Local school districts must consult with private school representatives and representatives of parents of parentally placed private school students eligible for special education. When timely and meaningful consultation has occurred, the school district must obtain and retain a written affirmation signed by the representatives of participating private schools. If the representatives do not provide the signed affirmation, the district must forward the documentation of the consultation process to OSPI. There are five primary points of discussion that are required to be included in the timely and meaningful consultation process during the design and development of special education and related services for parentally placed private school students with disabilities, as required by WAC 392-172A-04020. |

# DOCUMENTATION OF CONSULTATION PROCESS

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| Participants: |  | | Name(s) of Private School(s): |
|  | | |  |
| Date(s) of Consultation: | |  |

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| **Points of Discussion:** |
| 1. **Child Find** *(discussion of how parentally placed private school students suspected of having a disability can participate equitably, including how individuals will be informed of the process):* |
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| 1. **Proportionate Share** *(review the formula for determining the proportionate amount of federal funds available to serve parentally placed private school students with disabilities):* |
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| 1. **Consultation Process** *(identify how the process will operate throughout the school year to ensure that parentally placed private school students with disabilities can meaningfully participate in special education and related services):* |
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| 1. **Special Education Services** *(discussion of how, where, and by whom special education services will be provided for parentally placed private school students with disabilities, including how and when decisions will be made):* |
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| 1. **Written Explanation if Disagreement** *(review how the district will provide a written explanation if in disagreement with the private school officials on the provision or types of services):* |
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