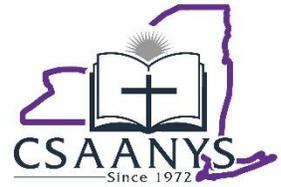


CONSULTATION CHECKLIST

Nonpublic School & Public School District
Special Education, AIS, Nursing & Ancillary Services



I. Legal Framework & Required Consultation

- Annual consultation meeting scheduled and documented
- Review of requirements under the Individuals with Disabilities Education Act (IDEA)
- Review of Article 89 of NYS Education Law (Education of Children with Disabilities), <https://www.nysed.gov/special-education/new-york-state-laws-and-regulations-related-special-education-and-students>
- Review of Education Law §3602-c (dual enrollment/parent request for services), <https://www.p12.nysed.gov/nonpub/handbookonservices/dualenrollment.html>
- Written affirmation of consultation completed (required under IDEA)
- Clarification of district of location vs. district of residence responsibilities
- Review of proportionate share calculation for parentally placed students
- Confirmation of service timelines for the upcoming school year

II. Parent Requests & Dual Enrollment (Education Law §3602-c)

<https://www.p12.nysed.gov/nonpub/handbookonservices/dualenrollment.html>

- Process for parent-written request for services (June 1 deadline unless otherwise specified)
- How late requests are handled
- District receipt confirmation process
- Tracking system for students requesting services
- Documentation provided to nonpublic schools (IESP, schedules, service plan details)

III. Child Find (District of Location Responsibility)

<https://www.nysed.gov/special-education/parents-guide-special-education>

- Description of how Child Find is conducted for nonpublic students
- Referral procedures (who initiates; required forms)
- Evaluation timelines (60-day compliance)
- Evaluation location and scheduling procedures
- Communication protocol with parents
- Reevaluation procedures
- Independent Educational Evaluation (IEE) rights

IV. CSE Process & Service Plans

- CSE meeting scheduling process
- Participation of a nonpublic school representative
- Development of IESP (Individualized Education Services Program)
- Service frequency, duration, and group size
- Location of services (on-site, district site, neutral site)
- Transportation provisions if services are off-site
- Process for amending IESP
- Annual review timeline

V. Service Delivery (Related Services & SETSS)

- Speech-Language Therapy services
- Occupational Therapy (OT) services
- Physical Therapy (PT) services
- Counseling services

- Special Education Teacher Support Services (SETSS)
- Caseload sizes and provider assignments
- Make-up services for missed sessions
- Progress reporting schedule
- Service logs are maintained and shared appropriately
- Continuity plan if a provider vacancy occurs

VI. Academic Intervention Services (AIS)

<https://www.nysed.gov/budget-coordination/academic-intervention-services>

- Criteria for AIS eligibility (state assessments and/or local measures)
- Frequency and duration of AIS services
- Reading and Math AIS offerings
- Provider certification requirements
- Progress monitoring intervals
- Exit criteria from AIS
- Coordination with classroom teachers

VII. Nursing & Health Services (NYS Requirements)

<https://www.nysed.gov/nonpublic-schools/health-services>

- Confirmation of nursing services under NYS Education Law
- Medication administration procedures
- Individual Health Care Plans (IHCPs)
- Emergency care protocols
- Immunization compliance coordination
- Coverage during field trips
- Confidential health record procedures

- Substitute nurse coverage plan

VIII. Proportionate Share & Funding Transparency

https://www.p12.nysed.gov/sedcar/federal/2024-25/parplace_2425.html

- Total number of parentally placed students included in the count
- Formula used for proportionate share calculation
- Services funded versus not funded
- Carryover funds policy
- Use of contracted providers
- Explanation of equitable services when demand exceeds funding

IX. Space, Scheduling & Access

- Space provided by a nonpublic school, if applicable
- Confidential service location available
- Access to students during instructional day
- Scheduling coordination system
- Student attendance and service tracking process

X. Communication & Relationship Management

- Designated district liaison identified
- Quarterly check-in schedule established
- Clear escalation pathway for concerns
- FERPA-compliant data sharing procedures
- Written summary of consultation meeting maintained
- Annual calendar of key deadlines established

XI. Transportation

- Transportation eligibility under Education Law §3635
https://www.p12.nysed.gov/schoolbus/education_law/html/Education_Law_3635-1e.html
- Transportation to neutral service sites
- Timeline for transportation requests
- Special transportation accommodations addressed

XII. Instructional Materials Aid

<https://stateaid.nysed.gov/tsl/>

- Library: total enrollment count (excluding PreK) x \$6.25. Books are typically purchased by the local school authorities and remain the property of said LSA.
- Computer Software: total enrollment count (excluding PreK) x \$14.98. Programs are typically purchased by the local school authorities and remain the property of said LSA.
<https://www.p12.nysed.gov/nonpub/handbookonservices/compsoftloan.html>
- Textbooks: a district of residence program, parental approval required prior to 6/1 of the upcoming school year. A per-pupil allocation of \$58.25.
<https://www.p12.nysed.gov/nonpub/handbookonservices/textbookloan.html>
- Computer Hardware: total enrollment count (excluding PreK) x \$24.20. Hardware is typically purchased by the local school authorities and remains the property of said LSA.