

**Alabama State Department of Education
Special Education Services**

LEA: _____ **Fiscal Year:** _____

**Calculation and Documentation of Proportionate Share Funding
for Parentally-Placed Private School Students with Disabilities**

PART I – GENERAL INFORMATION

Complete this form when the Local Education Agency (LEA) has identified as eligible for special education one or more parentally-placed private school students. This form documents the calculation of “proportionate share” and the use of Federal Special Education Entitlement funds (IDEA Part B, Fund Source 3210 and IDEA Preschool, Fund Source 3220) to serve one or more of the identified parentally-placed private school students. All sections of this form must be completed and available for review upon request. The report may also be used to provide information to private schools or parents on the calculation and spending of the proportionate share. The line items identified on this report must be aligned with line items submitted in the fund sources 3210 and 3220 Electronic Grant Application Process (e-GAP) application for the indicated fiscal year.

Ensure count is based on preceding year total enrollment October 1st, annually. [34 CFR §300.133(c)(2)] Students 3-5 years of age are considered to be parentally-placed private school children with disabilities enrolled by their parents in private, including religious, elementary schools, if they are enrolled in a private school that meets the definition of an elementary school in 34 CFR §300.13. [34 CFR §300.133(a)(2)(ii)]

In calculating the proportionate amount of federal funds to be provided for parentally-placed private school children with disabilities, the LEA, after timely and meaningful consultation with representatives of the private school under 34 CFR §300.134, must conduct a thorough and complete child find process to determine the number of parentally-placed children with disabilities attending private schools located in the LEA. [34 CFR §300.133(3)(b)]

State and local funds may supplement and in no case supplant the proportionate amount of federal funds required to be expended for parentally-placed private school children with disabilities. [34 CFR §300.133(c)(d)]

To ensure timely and meaningful consultation, an LEA must consult with private school representatives and representatives of parents of parentally-placed private school children with disabilities during the design and development of special education and related services. [34 CFR §300.134]

The LEA must calculate the proportionate share of IDEA funds before earmarking funds for any Comprehensive Coordinated Early Intervening Services (CCEIS)/Coordinated Early Intervening Services (CEIS) activities.

Please complete this form and upload it in the Documents Library of the ALSDE electronic grant application process (e-GAP) portal by the 15th day of September each year.

School Year (Year appropriated grant funds will be applied)	SY	
Name of person to contact regarding this report: (print or type)	Name:	
	Title:	
	Phone Number:	
	Email Address:	
Date Report Completed: month/day/year		

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PART II(A)–WORKSHEET: Calculate the Proportionate Share **IDEA Part B (Fund Source 3210)**

<p>A. Number of eligible children with disabilities enrolled in public schools within the LEA (include enrolled in public elementary and secondary schools, ages 3-21)</p>	
<p>B. Number of eligible parentally-placed children with disabilities ages 3-21 in private elementary and secondary schools located within the LEA, as of October 1st, total enrollment from child count of the previous school year (Note: proportionate share for parentally-placed private school children with disabilities is based on total children eligible, not children served)</p>	
<p>C. Total Number of eligible children with disabilities, ages 3-21, as of October 1st, total enrollment from child count of the previous school year (A + B=C) (Note: proportionate share for parentally-placed private school children with disabilities based on total children eligible, not children served)</p>	
<p>D. Total LEA IDEA, Part B Allocation (Federal Flow-Through Funds) for the current fiscal year</p>	\$
<p>E. Average Allocation per eligible child-Total LEA Allocation (Item D), divided by Total Number of eligible children with disabilities, ages 3-21 (Item C). (D ÷ C=E) This number indicates the average allocation per eligible child of the LEA’s sub grant.</p>	\$
<p>F. Amount of money to be expended by LEA on special education and related services. Average Allocation (Item E), multiplied by Number of eligible parentally-placed children with disabilities ages 3-21 in private elementary and secondary schools located within the LEA (Item B). (E × B= F)</p>	\$

PART II (B)–BUDGET DETAIL:

Identify at least as many federal dollars that will be used to serve eligible parentally-placed private school students as are identified in Part II A-F, above.

Reminders:

- Child find activities and evaluation activities cannot be included as expenditures under the proportionate share.
- The line item amounts identified below indicate the type of service or materials provided and the type of line item is aligned with the e-GAP budget application for Fund Source 3210, Section 611 funds. Any identified amounts below must be equal to the identified amount submitted by the school district in its e-GAP application for funds under Fund Source 3210, Section 611 funds.
- Line items that may not be attributed to proportionate share services are shaded and no entries should be included in those line items for private school student proportionate share equitable services.
- The explanation section should provide sufficient detail to effectively document the proportionate share equitable services and/or materials provided, but should not provide information that could result in individual student identification because this form may be used to document spending to private schools and/or parents.

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PART II (B)-BUDGET DETAIL: Identify how your LEA plans to spend the proportionate share amount calculated in Part II (A).

LINE ITEM	Proportionate Amount for Fund Source 3210, Section 611 Funds	EXPLANATION
1. Administrators		
2. Instructional/ Direct Service Staff	\$	
3. Non-Instructional/ Support Staff	\$	
4. Fringe Benefits	\$	
5. Contractual Services	\$	
6. Supplies	\$	
7. Travel	\$	
8. Other	\$	
9. Indirect Costs		
10. Equipment	\$	
SUB-TOTAL of the Proportionate Share Amount to be Expended	\$	This amount should equal at least the Part II(A) calculation of the proportionate share for your LEA.
11. Proportionate Share Carry-over from FY_____	\$	
TOTAL Proportionate Share Amount to be Expended for FY_____	\$	This is the total minimum obligation for proportionate share during the fiscal year indicated.

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**Calculation and Documentation of Proportionate Share Funding
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PART III(A)–WORKSHEET: Calculate the Proportionate Share **IDEA Preschool (Fund Source 3220)**

<p>A. Number of eligible children with disabilities, ages 3-5 only, enrolled in public schools within LEA (include enrolled in public elementary schools, ages 3-5)</p>	
<p>B. Number of <u>eligible</u> parentally-placed children with disabilities, ages 3-5 only in private elementary schools located within the LEA, as of October 1st, total enrollment from the child count of the previous school year (Note: proportionate share for parentally-placed private school children with disabilities is based on total children eligible, not children served)</p>	
<p>C. Total Number of eligible children with disabilities, ages 3-5 only, as of October 1st, total enrollment from child count of the previous year (A + B=C) (Note: proportionate share for parentally-placed private school children with disabilities based on total children eligible, not children served)</p>	
<p>D. Total LEA IDEA Preschool Allocation (Federal Flow-Through Funds) for the current fiscal year</p>	\$
<p>E. Average Allocation per eligible child-Total LEA Allocation (Item D), divided by Total Number of eligible children with disabilities, ages 3-5 (Item C). (D ÷ C=E) This number indicates the average allocation per eligible child of the LEA’s sub grant.</p>	\$
<p>F. Amount of money to be expended by LEA on special education and related services. Average Allocation (Item E), multiplied by Number of <u>eligible</u> parentally-placed children with disabilities ages 3-5 in private elementary and secondary schools located within the LEA (Item B). (E × B= F)</p>	\$

PART III(B)–BUDGET DETAIL:

Identify at least as many federal dollars that will be used to serve eligible parentally-placed private school students as are identified in Part III A-F, above.

Reminders:

- Child find activities and evaluation activities cannot be included as expenditures under the proportionate share.
- The line item amounts identified below indicate the type of service or materials provided and the type of line item is aligned with the e-GAP budget application for Fund Source 3220, Section 619 funds. Any identified amounts below must be equal to the identified amount submitted by the school district in its e-GAP application for funds under Fund Source 3220, Section 619 funds.
- Line items that may not be attributed to proportionate share services are shaded and no entries should be included in those line items for private school student proportionate share equitable services.
- The explanation section should provide sufficient detail to effectively document the proportionate share equitable services and/or materials provided, but should not provide information that could result in individual student identification because this form may be used to document spending to private schools or parents.

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PART III (B)-BUDGET DETAIL: Identify how your LEA plans to spend the proportionate share amount calculated in Part III (A).

LINE ITEM	Proportionate Amount for Fund Source 3220, Section 619	EXPLANATION
1. Administrators		
2. Instructional/ Direct Service Staff	\$	
3. Non-Instructional/ Support Staff	\$	
4. Fringe Benefits	\$	
5. Contractual Services	\$	
6. Supplies	\$	
7. Travel	\$	
8. Other	\$	
9. Indirect Costs		
10. Equipment	\$	
SUB-Total of the Proportionate Share Amount to be Expended	\$	This amount should equal at least the Part III(A) calculation of the proportionate share for your LEA.
11. Proportionate Share Carry-over from FY _____	\$	
TOTAL Proportionate Share Amount to be Expended for FY _____	\$	This is the total minimum obligation for proportionate share during the fiscal year indicated.

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Unused IDEA Part B, Section 611 & 619 Proportionate Share Funds:

In accordance with Federal Regulations 34 CFR§300.133(a)(3); “If a Local Education Agency (LEA) has not expended for equitable services all of the funds described in paragraphs (a)(1) and (a)(2) of this section [proportionate share of funds to be expended on parentally-placed private school children with disabilities] by the end of the grant fiscal year for which funds were appropriated, the LEA must obligate the remaining funds for special education and related services (including direct services) to parentally-placed private school children with disabilities during the carry-over period of one additional year.”

If, near the end of the carry-over year, it is apparent that all the proportionate share will not be expended, the funds may be expended by the LEA for other allowable costs under the IDEA. The LEA should adjust their internal accounting records to transfer funds accordingly. The LEA must document that every effort was made to use the funds for the needs of students with disabilities parentally-placed in private schools. This document should provide the details of the consultation activities that were conducted throughout the entire school year. If the funds are not transferred for other allowable IDEA-B expenditures, the proportionate share funds will lapse.

Signature:

The form must be signed by an authorized official of the LEA (Superintendent, Business Manager, Special Education Director, or other official designated by the LEA) able to certify that all information reported on this form is valid: including a) the calculation of the proportionate share of IDEA funds to be expended; b) the complete list of private schools located within the LEA has been established; c) the notification of all private non-profit elementary and secondary schools located within the boundaries of the LEA regarding consultation and the availability of services of parentally-placed private school students pursuant to 34 CFR §300.130-144, b) the receipt of letters of affirmation)

By signing the form the authorized official certifies this information on behalf of the LEA.

(Name of Authorized Official)

(Title)

(Signature of Authorized Official)

(Date)