

Proportionate Share Guidance Regarding Parentally Placed Private School Students with Disabilities

1. Should carry-over monies be counted?

Carry-over monies would be counted and explained in the budget details explanation (pages 3 and 5 only), but not in the proportionate share calculation.

2. Are students ages 3-5 recorded in school or preschool?

Preschool children earn both Section 611 funds (ages 3-21) and Section 619 funds (ages 3-5), so include the number of 3-5 year olds in each calculation.

3. Are the calculation and expenditures different for the current fiscal year?

Yes. Use the October 1st, Child Count data of the previous school year and the IDEA Fund Allocations for the current school year to complete the calculation and expenditures for the current fiscal year.

4. May last year's Oct 1 enrollment number be used to budget the current year, if the annual private school meeting is held in the spring or summer?

Yes. Please use the October 1st, Child Count data of the previous school year and the current school year IDEA and Preschool Allocations to complete the proportionate share calculation and expenditure documentation.

5. What form(s) are completed if our LEA does not have private schools in our zone?

If there are no private schools in your LEA's jurisdiction, then a No Private Schools' Assurance Form is completed and submitted on an annual basis.

6. Which students should be included in the count for proportionate share funding?

As indicated on page 1 of the PS document, you must include all students 3-21 who are parentally-placed in a private school, that have been determined eligible to receive services as per the AAC regardless as to whether or not you are providing services to the child. ***Special Note: If an LEA provides FAPE to a preschool age child that is parentally placed in a private school that meets the definition of an elementary school in Alabama, these services will be considered equitable services and the students should be included in the proportionate share calculation.***

7. What constitutes a private school in Alabama?

A private school includes only such schools that are established, conducted, and supported by nongovernmental entity or agency offering educational instruction in grades K-12, or any combination thereof, including preschool... (ALA. Code Section 16-28-1). The ALSDE does not consider homeschooled students as private school students. Therefore, homeschooled students should not be included in the proportionate share calculation. ***Special Note: A private school that is "for profit" cannot be included in the proportionate share calculation.***

- 8. Is the proportionate share document completed if there are private schools in my LEA, but no students with special needs are identified as attending, and no private school administrators attended the consultation meeting that was announced by certified mail with return receipts?**
Yes. It is important to make sure that everyone understands the Child Find responsibilities for private schools located within an LEA's jurisdiction. If there are children who attend private schools that have been determined eligible for services and the parent of the child refused services (FAPE or equitable services), you will need to count those students in the calculation and complete the required proportionate share documentation.
- 9. What are the considerations for completing pages 2-5 of the proportionate share document?**
Pages 3 and 5 explain how the Proportionate Share calculation amount (Item F on pages 2 and 4) will be spent on parentally- placed private school students within your LEA. Determinations as to how funds will be spent and dollar amounts for those expenditures are determined during the "meaningful consultation" meeting held with the private schools representatives and parents of children with disabilities in private schools within the LEA's jurisdiction.
- 10. How are budgeted proportionate share funds addressed in the Electronic Grant Application Process (e-GAP)?**
Explain funds budgeted for proportionate share in the Improvement Planning narrative as goals and action steps. Use the following funding information for the budget matrix in e-GAP: Function Code-9200; Cost Center-9400-9499; Program Code-2900; and appropriate Object Codes.
- 11. When is the proportionate share documentation due and how is it submitted?**
The proportionate share documentation form is due by September 15th each year. Please upload the appropriate completed Calculation and Documentation of Proportionate Share Funding for Parentally-Placed Private School Students with Disabilities or the Proportionate Share Assurance of No Private Schools Within the LEA for in the Documents Library of the ALSDE e-GAP by the indicated date of September 15th.