

IDEA Action Steps

For All Catholic Schools

3 Action Steps for IDEA

A general letter of introduction should be sent prior to beginning with the action steps. See sample here .		
Step 1	Data Collection	Step 1 Sample Email
Step 2	Child Find Written Request	Step 2 Sample Email
Step 3	Timely and Meaningful Consultation with the LEA	Step 3 Sample Email

Step 1: Data Collection

Email your LEA (i.e., the public school district where your school is located) to collect initial data on the following. They may refer you to your SELPA. See contact information [here](#):

1. The number of students referred to child find, the number of those students evaluated by the LEA, of those evaluated the number found to have a disability, and of those found to have a disability, the number who receive(d) IDEA services.
 - *The number evaluated, found to have a disability, and served by the LEA are data that the LEA must provide to the State Educational Agency (SEA) on an annual basis and therefore publicly available.*
2. The LEA's total allocation for IDEA
 - *This data is on the LEA's application to the SEA and can be requested as it's public information.*
3. The proportional share of IDEA funds that the LEA is required to use to provide services to parentally placed private school students
 - *This information may be available on the LEA's website, on the LEA's application to the SEA for IDEA, and can be requested as it's public information.*
4. The types of services provided, and the disabilities served to private school students in the LEA
 - *Even if you have students served at your school and you're aware of what is currently provided, please request a listing of this information from the LEA to ensure students are receiving what they are entitled to.*

PLEASE SHARE information received with Julie as I will use it to create a diocesan overview of our IDEA data.

Step 1 Sample Email:

(You may choose to focus on only 1-2 data points in your first email and address the remaining data upon receipt of initial information. If you do not receive a timely response to your request, resend your request.)

Dear _____,

I'm interested in getting a better idea on how IDEA services and the child find process work within the LEA in order to better meet the needs of the students we serve at **St. Sample School**.

Could you please provide me with the number of our students referred to child find, the number of those students evaluated by **the district**, and, of those evaluated, the number found to have a disability?

It would also be helpful to know the number who receive IDEA services. As I understand it, this is data that the LEA provides to the SEA on an annual basis and should be publicly available. I'm aware that we have access to some of this information at our site, but I would like to compare against the district records to make sure we have the most accurate data on our students at **St. Sample School**.

Additionally, I am looking for **the district's** total allocation for IDEA and the proportional share of IDEA funds the LEA is required to use to provide services for parentally placed private school students.

Finally, could you share with me the types of services provided, and the disabilities served to private school students enrolled at **St. Sample School**?

Thank you for your time!

Best,

Principal name

Step 2: Child Find Written Request

If you have students who have NOT been able to access child find, and/or have **students with disabilities who have not been served**, it is important to put a request in writing to the LEA and/or SELPA ([contact information](#)). It should contain the following:

- Specific request for access to child find and/or services for students with

disabilities.

- Reference data (where relevant) that you collected as part of step 1.
- Request “timely and meaningful consultation” as soon as possible.

If you do not receive a timely response to your request, resend your request.

Step 2 Sample Email:

Dear _____,

I’m writing because we would like to ensure the child find process is occurring for students located in private schools located within **Sample District**. Could you please share how the district is locating, identifying, and evaluating students with suspected disabilities in private schools?

Also, I would like to make sure I attend the annual IDEA consultation. Could you please confirm the date, time, and location? Are there slides available from last year’s consultation that I could review? Thank you!

Best,

Principal’s Name

Step 3: Timely and Meaningful Consultation with the LEA

Before you attend the scheduled consultation (see step 2 above), be prepared to discuss the required topics of consultation and any particular situations for your students/schools in relation to each topic. For the issues you know exist, also be prepared to request specific remedies.

See this sample [consultation checklist](#) and bring it with you to your consultation meetings. Ensure that all topics are discussed and you have a meaningful opportunity for dialogue.

Step 3 Sample Email:

Dear _____,

Thank you for the information regarding the date & time for the annual IDEA consultation. I plan on joining and I am eager to engage in meaningful dialogue.

I would like to make sure there will be time allotted to discuss the following: the child find process and how to access it; funding available for services to parentally placed private school students; provision of the approximate cost of services by the LEA;

preliminary plans made for serving parentally placed private school students; and an assessment of services currently being provided and any adjustments that may need to be made. Additionally, I would like to make sure we can discuss (add any specific issues here.)

I appreciate your partnership and look forward to our meeting.

Best,

Principal's Name