



# ST. MICHAEL - ALBERTVILLE SCHOOLS

EXCELLENCE IS OUR TRADITION

Dear Parent(s) or Guardian(s):

The nonpublic school, including home school, in which your child attends is located within the district boundaries of St. Michael-Albertville School District (STMA). Per the Individuals with Disabilities Education Improvement Act (IDEIA), STMA Schools is therefore responsible for locating, identifying, and offering educational services to students with disabilities.

The purpose of this memo is to notify you of two possibilities:

- 1) If your child was previously evaluated by a Minnesota school district and found to be eligible for special education services and received services on an Individualized Education Program plan (IEP), STMA Schools stands ready to offer and provide special education services and related services. If you would like to pursue these services, please discuss options with your nonpublic school team and contact STMA Schools' Special Education Secondary Supervisor for next steps.
- 2) If you have concerns with your child's academic performance, communication, health or physical status, cognitive functioning, social/emotional or behavioral skills, motor skills, or functional skills, you may seek an evaluation through the STMA School District Special Education Department following interventions conducted within the nonpublic school. The evaluation will be designed to determine whether or not your child has an educational disability as defined by eligibility criteria in Minnesota Rules 3525. For children who are found eligible to receive special education services, parents will be invited to participate on a planning team that will review the information and propose services. The process is as follows:
  - a. The parent and the nonpublic school teacher should discuss identified concerns regarding the student's academic performance, communication, health or physical status, cognitive functioning, social/emotional or behavioral skills, motor skills, or functional skills. If both parties agree, the teacher will then gather information and conduct pre-referral interventions. If your child is enrolled in homeschool, the parent should gather information and conduct pre-referral interventions. If concerns persist and performance is discrepant from typically developing peers, the teacher will obtain a release of information from the parent and will submit pre-referral information to the principal or designee. The principal or home school parent may contact the Special Education Supervisor to consult with the team during this pre-referral process.
  - b. The Special Education Supervisor will review pre-referral information and interventions. He/she may contact the parent, teacher, and/or principal for additional information or consultation.
  - c. Parents will be invited to a referral review meeting that will be held at a mutually agreed upon location. Representatives from the private school and public school special education staff will also be invited to attend. The team will review the documented evidence presented by the nonpublic school teacher prior to the team making a decision on the appropriateness of an evaluation and areas to assess. An evaluation plan may be completed or alternative options,

**INDEPENDENT SCHOOL DISTRICT #885**

**SPECIAL SERVICES**

**11343 50<sup>TH</sup> STREET NE**

**ALBERTVILLE, MN 55301**

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such as the continuation of appropriate interventions, will be discussed if an evaluation plan is not proposed.

- d. If an evaluation will be conducted, the parent will receive a written notice of the proposed evaluation for review and approval. The notice requires parent consent prior to the public school conducting the evaluation.
- e. Once parent consent is received, the public school special education team will conduct and share results of the evaluation within 30 school days. Parents will have an opportunity to provide further information about the child as part of the evaluation.
- f. The evaluation team will complete a summary report, outlining the child's eligibility for special education services and related services and educational needs that will drive the creation of an Individualized Education Program plan (IEP), if eligible.

Please let us, or your nonpublic school team, know if you have questions.

Sincerely,

Dr. Amy Larkin  
Director of Special Services  
763.497.6507

Mr. John Weekley  
Secondary Special Education Supervisor  
763.443.9038

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