Private School Data Collection Overview

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# Purpose:

The purpose Private School Data Collection collects three types of information: enrollment as of October 1, participation in consultation process, and calculation IDEA Funds to expend. Information is based on the **location of the private school**, not the residency of students enrolled. Districts are required to include all students ages 3-21. For step-by-step submission instructions, see the [Private School User Guide](https://www.oregon.gov/ode/reports-and-data/SpEdReports/Pages/PrivateSchoolDataUserGuide.docx).

## Data Collection Reporting Requirements:

### Private School - Enrollment

The Enrollment screen is for entering enrollment and consultation process data.

**Who must submit Private School Data:**All districts, including those with no private schools within their jurisdictions, must submit Private School Data.

**What information is collected in Private School Data:**Information is based on the **location** of the private school, not the residency of students enrolled. Districts are required to include all parent placed students ages 3-21.

* Total enrollment:
	+ List each private school in the district.
	+ Enrollment of **all** student’s ages 3-21 (not just special education students) parent placed in private schools located in the district boundaries.
	+ Snapshot date for enrollment is October 1.
	+ Include enrollments for Pre-Kindergarten (ages 3-5), Kindergarten (age 5), and ages 6-21.
		- Schools for 3-4 year olds must be in combination with any elementary grades, K-8. [OAR 581-015-2475 through 581-015-2483](https://secure.sos.state.or.us/oard/displayDivisionRules.action?selectedDivision=2556).
	+ Exclude any students placed in a private school by public school districts.
	+ Exclude specialized facilities such as corrections or detentions, long term care or treatment, hospitals, state schools, public alternative schools, or public charter schools.
* Consultation Process:
	+ Participation in consultation and affirmation processes applies only to non-profit private schools, including religious schools, that meet the state’s definition of an elementary or secondary school[[1]](#footnote-1).
	+ Schools for 3-4 year olds must be in combination with any elementary grades, K-8. [OAR 581-015-2475 through 581-015-2483](https://secure.sos.state.or.us/oard/displayDivisionRules.action?selectedDivision=2556).

**Why this information is needed:** The October 1 total enrollment is used as a part of the IDEA Part B flow-through allocation funding formula’s Population and Poverty amount. It is used in the distribution formula for IDEA dollars.

The private school consultation is a mandatory process that involves discussions between the LEA, private school representatives, and representatives of parents of parent placed private school children with disabilities on key issues relating to the equitable participation of eligible private school children with disabilities in federally funded special education and related services.

**Record keeping requirements:** Information submitted on this form is subject to audit. Maintain the appropriate documentation on file as required by [OAR 166-400-0010](https://secure.sos.state.or.us/oard/viewSingleRule.action?ruleVrsnRsn=26340) to substantiate the program and financial information reported by the district. Records retention requirements include all records related to each year’s consultation service decision processes.

**Consultation Process:** The district is required to consult with both private school representatives and parent representatives of parent placed private school children ages 3-21 with disabilities. The consultation process should occur throughout the school year so that parent placed private school children with disabilities identified through the Child Find process can meaningfully participate in special education and related services, as determined as a result of the consultation process. [OAR 581-015-2475](https://secure.sos.state.or.us/oard/viewSingleRule.action?ruleVrsnRsn=143591) requires the district to count, every December 1, the number of private school children with disabilities attending private schools within the District. This number is used in calculating the proportionate share for the subsequent fiscal year.

Here is a sample of a [Private School Consultation Form](http://www.oregon.gov/ode/learning-options/schooltypes/private/Documents/consultationform.pdf) and a sample of an [Affirmation of Consultation with Private School Students](http://www.oregon.gov/ode/learning-options/schooltypes/private/Documents/affirmationform.pdf).

Consultation meetings must occur prior to the start of school and include a discussion of the following topics:

* The **Child Find process**, including:
* How children ages 3–21 suspected of having a disability can participate equitably.
* How parents, teachers and private school representatives will be informed of the process.
* The determination of the **proportionate share** of federal IDEAfunds available to serve parent placed private school children, including the determination of how that share was calculated.
* **How, where, and by whom special education and related services will be provided** including a discussion of:
* the types of services, including direct services and alternate service delivery mechanisms;
* how special education and related services will be apportioned if funds are insufficient to serve all parent placed private school children with disabilities; and
* how and when these decisions will be made.
* The consultation processamong the school district, private school representatives, and representatives of parents of parent placed private school children with disabilities, including how the process will operate throughout the school yearto ensure meaningful participation of these children in special education and related services.
* How the LEA will provide a written explanation to the private school representatives if the LEA disagrees with their views on the provision of services or the types of services.

### Private School – Proportionate Share

The Proportionate Share screen is to review the IDEA funds to expend. All districts must review this portion, even if they have no private schools in their boundaries.

* Calculation of Funds:
	+ The collection screen allows districts to review allocation per eligible student and/or total proportionate shareof federal IDEAfunds available to serve parent placed private school children.
	+ All districts must review this portion, even if they have no private schools in their boundaries. At any point, a private school may open in a district that currently has no private schools.
	+ Districts with no private schools, as well as those with no eligible parent placed private school students, the total proportionate share will be $0.00.
	+ The screen will show the average allocation per eligible child. 34 CF 34 CFR §§ 300.130 – 300.144 and Part 300, Appendix B; [OAR 581-015-2450 – OAR 581-015-2470](https://secure.sos.state.or.us/oard/displayDivisionRules.action?selectedDivision=2556).

**All districts should review funds to expend for the current school year:** IDEA Part B Flow Through Funds and the calculations for average allocation and total proportionate share are displayed for districts to review. The collection screen will load the estimates and calculations annually.

**The collection will display Child Count data based on the district’s submission the prior collection year:** This data is a snapshot of special education students as of December 1. The collection also displays the IDEA Part B Flow Through Funds. This amount is the total LEA gross amount before adjustments are made. The Child Count data and IDEA Funds are used to calculate the allocation per eligible student and/or total proportionate shareof federal IDEAfunds available to serve parent placed private school children.

**Why this information is needed:** Proportionate share tells a district, private schools officials, and parents how much of the IDEA Part B funds that must be expended in the current school year to provide equitable special education and related services for eligible parent placed private school children. For districts without private schools and those with no eligible parent placed students, the average allocation per child will give an idea of what districts would expend per student, if a private school were to open or a child be found eligible for special education.

## Resources

Further information about Private School, can be found on [the Private School webpage](https://www.oregon.gov/ode/reports-and-data/SpEdReports/Pages/PrivateSchoolDataCollection.aspx).

1. Oregon defines an elementary school as “any combination of grades K through 8.” In Oregon a preschool with kindergarten program and no other elementary grades is not considered an elementary school. "High School" is defined as any combination of grades 10 through 12 in districts providing a junior high school containing grade 9; any combination of grades 9 through 12 organized as a separate unit; grades 9 through 12 housed with grades K through 12; grades 7 or 8 through 12, if approved by the Oregon Department of Education. [OAR 581-022-0102](https://secure.sos.state.or.us/oard/viewSingleRule.action?ruleVrsnRsn=246696) [↑](#footnote-ref-1)