### Attachment C: Sample Written Affirmation

*Sample Form: This is provided solely as an exemplar.*

**Written Affirmation of Consultation**  
**with Private School Representatives concerning Special Education Services**

I hereby affirm that I was invited to and participated in the private/parochial school providers' consultation meeting sponsored by (SCHOOL DISTRICT) and held on (DATE) in accordance with the requirements of the Individuals with Disabilities Education Act (IDEA).  During the course of the consultation, the following issues were discussed:

* the child find process and how parentally-placed students who are privately educated and suspected of having a disability can participate equitably, including how parents, teachers, and private school officials will be informed of the process;
* the determination of the proportionate amount of federal funds available to serve parentally-placed private school students with disabilities under this paragraph, including the determination of how the amount was calculated and allocated.
* the consultation process among the school district, private school officials, and representatives of parents of parentally-placed students with disabilities who are privately educated, including how such process will operate throughout the school year to ensure that parentally placed-private school students with disabilities identified through child find can meaningfully participate in special education and related services;
* how, where, and by whom special education and related services will be provided for parentally-placed students with disabilities who are privately educated, including a discussion of types of services and how and when these decisions will be made, including direct services and alternate service delivery mechanisms;
* how such services will be apportioned if funds are insufficient to serve all children, and how and when these decisions will be made; and
* how, if the school district disagrees with the views of the private school officials on the provision of services or the types of services, whether provided directly or through a contract, the school district shall provide to the private school officials a written explanation of the reasons why the school district chose not to provide services directly or through a contract.

I was provided the opportunity to express my views and to ask questions of the school district pertaining to these issues.  I understand that if I believe that the consultation was not meaningful, or that my views and those of others were not given due consideration by the school district, I may file a State complaint with the Massachusetts Department of Elementary and Secondary Education that identifies the area(s) in which I believe the school district did not comply with the consultation process.

**PRIVATE SCHOOL REPRESENTATIVE:     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PRINTED NAME:       \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SIGNATURE:             \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE:                         \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**