

ATTACHMENT A

[School District Name & Fiscal Year]

Calculation and Documentation of Proportionate Share Spending for Private School Students

PART I – GENERAL INFORMATION

Complete this form when the school district has identified as eligible for special education one or more parentally – placed private school students (private school students). This form documents the calculation of “proportionate share” and the use of Federal Special Education Entitlement funds (fund code 240) to serve one or more of the identified private school students. All sections of this form must be completed and available for review by the Department upon request. The report may also be used to provide information to private schools or parents on the calculation and spending of the proportionate share. The line items identified on this report must be aligned with line items submitted in the Fund Code 240 application for the same fiscal year.

School District Address:(Street, City/Town, Zip Code)	
---	--

Name of person to contact regarding this report: (print or type)	Name:	
	Title:	
	Phone Number:	()
	E-mail Address:	

Date of Report: (month/day/year)	
----------------------------------	--

PART II – WORKSHEET: Calculate the Proportionate Share

A. Number of eligible private school students attending private schools in the district (including students residing in the district and attending private school in the district; Massachusetts students not residing in the district, but attending a private school in the district; and out-of-state residents attending a private school in the district) and found eligible for special education. This number does NOT include students residing in the district but attending a private school located in another district or state.	
--	--

B. Number of ALL eligible students (both public and private) attending public or private schools located within the district.	
---	--

C. Divide the number in A by the number in B to identify the proportion that private school students represent of all eligible students. The result will be expressed as a percentage.	%
--	---

D. Insert the amount of the special education entitlement for the fiscal year for which you are doing this calculation (grant code 240).	\$
--	----

E. Multiply C times D. The resulting amount is the proportionate share of federal funds that you are required to spend on services to eligible students who attend private schools located in your district.	\$
--	----

Calculation and Documentation of Proportionate Share Spending for Private School Students

PART III – BUDGET DETAIL: Identify at least as many federal dollars that will be used to serve eligible private school students as are identified in Part II-E, above.

- Child find activities and evaluation activities cannot be included.
- The line item amounts identified below indicate the type of service or materials provided and the type of line item is aligned with the budget application for Fund Code 240. Any identified amounts below must be equal to or less than the identified amount submitted by the school district in its application for funds under Fund Code 240.
- Line items that may not be attributed to proportionate share services are shaded and no entries should be included in those line items for private school student proportionate share services.
- The explanation section should provide sufficient detail to effectively document the proportionate share services or materials provided, but should not provide information that could result in individual student identification because this form may be used to document spending to private schools or parents.

LINE ITEM	AMOUNT	EXPLANATION
1. Administrators	\$	
2. Instructional/ Direct Service Staff	\$	
3. Non-Instructional/ Support Staff	\$	
4. Fringe Benefits	\$	
5. Contractual Services	\$	
6. Supplies	\$	
7. Travel	\$	
8. Other	\$	
9. Indirect Costs	\$	
10. Equipment	\$	