



"Together We Make a Difference"

Student Services Department

181 Encinal Avenue

Atherton, CA 94027

(650) 321-7140 x5610 Fax: (650) 328-1275

Olivia Mandilk, Director

omandilk@mpcsd.org [Student Services Web Site](#)

Re: Annual Notice to Parents of Parentally-Placed Private School Students

Dear Parents:

The Menlo Park City School District follows the San Mateo County Special Education Local Plan Area (SELPA) "Parentally-Placed Private School Students with Disabilities" policy (see attached). This policy summarizes the federal law and regulations governing a school district's obligations to children with disabilities enrolled by their parents in private schools. A school district's obligations to private school children with disabilities are limited.

Under the Individuals with Disabilities Education Act (IDEA) and its implementing regulations, **no private school student with disabilities is entitled to any amount of service the student would receive if enrolled in a public school.** Rather, the federal law and regulations require school districts to:

- Provide special education and related services to these students consistent with their numbers and needs using a proportionate share of federal funding
- Identify, locate, and assess these students
- Make a free appropriate public education available to these students by:
 - Developing an Individualized Education Program (IEP) if the parents intend to enroll their child in a public school
 - Implementing the IEP if and when the parents enroll their child in a public school

Pursuant to the San Mateo County SELPA's policy, "Parentally-Placed Private School Students with Disabilities," your child is a private school student with a disability, and because your child is not enrolled in and attending a public school, he/she is not entitled to an IEP. When you express an interest in enrolling your child in the Menlo Park City School District, the District will develop an IEP for your child. The MPCSD is ready, willing, and able to schedule an IEP team meeting for your child in order to offer him/her a free appropriate public education, subject to assessment (if appropriate), if you inform the District that you are interested in enrolling your child in the District.

Please review the attached "Parent Intent" form and return a signed copy of the form to the District by _____. If you have any questions or need further information about parentally-placed private school students with disabilities, please do not hesitate to contact me.

Sincerely,

Olivia Mandilk

Enc.: Parent Intent form
San Mateo County SELPA Policy, "Parentally-Placed Private School Students with Disabilities"
San Mateo County SELPA Procedural Safeguards



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Annual Parent Intent Notice Related to Parentally-Placed Private School Students

Parent Notice to District Regarding Intention to:
Continue Child's Parental Placement in a Private School

or

Enroll Child in the District

August 2011

Please review the following statements, fill in the blanks (as-appropriate), and place your signature below the statement which indicates your intention regarding your child's placement.

I understand that the Menlo Park City School District continues to offer my child a free appropriate public education (including appropriate special education and related services) if he/she is enrolled in public school, and I am **not** interested in enrolling my child in public school. I would like my child to continue to receive services pursuant to his/her Service Plan developed and implemented by the _____
Name of School District

School District where the private school, _____, my child attends is located.
Name of Private School

Parent Signature

Date

OR

I understand that the Menlo Park City School District continues to offer a free appropriate public education (including appropriate special education and related services) for my child if he/she is enrolled in public school. I am interested in enrolling my child in the MPCSD and would like the District to schedule an IEP meeting for my child.

Parent Signature

Date

Please return this form to the Student Services Department, Attention: Ada Reid-Watson via:

E-mail, areid-watson@mpcsd.org or

Fax, (650) 328-1275, or

U.S. Mail (MPCSD, 181 Encinal Avenue, Atherton, CA 94027)

Thank You in advance for returning this form by _____.