

ANCHORAGE SCHOOL DISTRICT
SPECIAL EDUCATION

MEMORANDUM

July 22, 2006

TO: SPECIAL EDUCATION AND RELATED SERVICES
ADMINISTRATORS, STAFF AND TEACHERS
FROM: JERRY SJOLANDER, EXECUTIVE DIRECTOR
SPECIAL EDUCATION
SUBJECT: PROVISION OF SPECIAL EDUCATION SERVICES IN PRIVATE,
CORRESPONDENCE, CHARTER SCHOOLS AND HOMESCHOOL
PROGRAMS

Each year the Anchorage School District conducts Child Find efforts to locate those students living within the city of Anchorage who may be in need of special education services. These efforts include but are not limited to:

- *Annual Child Find Mandatory Trainings for all certificated staff, including those teachers at district optional programs and charter schools;*
- *Participation in a citywide informational meeting with representatives from private and correspondence schools;*
- *Public service announcements provided to parents regarding Child Check and referral/screening procedures via media sources, including the AnchorageDaily News*
- *Provision of Child Check Screening brochures to all pediatricians, family practice doctors, mental healthcare providers, preschool and daycare providers and private schools*
- *Memorandum from administration regarding special education procedures following lottery selection of students*

Parents of students attending district charter schools would make referrals for special education evaluation through special education staff or administrators at the charter school. The following are procedures for referrals from students who are attending private or correspondence schools:

Special Education evaluation and Special Education services for home school and private school students.

Students who are home schooled, or those attending private schools, are eligible for special education evaluation and special education services at their neighborhood school. The referral process is identical to that used for neighborhood school students. The referring teacher/school is responsible for documenting interventions attempted prior to the referral and providing the attachments required as part of the referral packet. Special education teams at the neighborhood school will work with parents to schedule evaluations and service delivery if determined eligible. Parents will provide

transportation to and from the neighborhood school for evaluation and service delivery. Special ed teams at the neighborhood schools are responsible for contacting parents at the following times:

- In the fall to schedule services at the neighborhood school
- Parent teacher conferences if the student is attending the neighborhood school for services
- When the annual review is due
- When the reevaluation is due

Note: As with any other student on an IEP, reporting progress to parents of home schooled or private school students are required as often as progress is reported to regular education peers.

When parents or private school personnel have questions about the provision of special education services to students who are homeschooled or in private school, please refer them to the document entitled Questions and Answers about Special Education Services to Students Attending Private and Home School Programs in the Anchorage School District? located in the Online Handbook at: <http://www.asdk12.org/depts/sped/policy/part2.asp>.