

NON-PUBLIC SCHOOLS AND NON-PUBLIC AGENCIES REFERRAL PROCEDURES

Non-Public Agency Referral Procedures

A Non-Public Agency (NPA) is a private, nonsectarian establishment or individual that provides related services necessary for a pupil with exceptional needs to benefit educationally from the pupils' individualized education program. This does **not** include an organization or agency that operates as a public agency or offers public service, including, but not limited to, a state or local agency, an affiliate of a state or local agency, including a private, nonprofit corporation established or operated by a state or local agency, a public university or college, or a public hospital.

Often, a LEA/district may not have the number of special education students enrolled at their school site to warrant employing a full-time special education provider. As a result, the LEA/district may choose to enter into a Master Contract with a Non-Public School (NPS)/Non-Public Agency (NPA) for the purpose of providing special education and/or related services to students with exceptional needs.

The "SELPA NPS/NPA Guidelines" document further defines best practices for entering into a master contract with a NPS/NPA and highlights additional resource documents. The Guidelines can be obtained through the SEIS document library.

Non-Public School Referral Procedures

A Non-Public School (NPS) means a private, nonsectarian school that enrolls individuals with exceptional needs pursuant to an individualized education program and is certified by CDE. It does not include an organization or agency that operates as a public agency or offers public service, including, but not limited to, a state or local agency, an affiliate of a state or local agency, including a private, nonprofit corporation established or operated by a state or local agency, or a public university or college. A nonpublic, nonsectarian school also shall meet standards as prescribed by the Superintendent and board.

Any member of an Individualized Education Program (IEP) team, including the parent/guardian, may make a recommendation that the IEP team consider placement in a residential or non-public day school.

When this occurs, the LEA/district shall hold an IEP meeting as soon as possible but no later than thirty days of the date that a change in placement was recommended. IEP meeting attendees shall include:

- The parent(s)/guardian(s)
- A Special Education Local Plan Area (SELPA) representative
- A representative from the LEA/District's mental health provider or LEA/district school psychologist/counselor
- A general education teacher, special education teacher
- LEA/district administrative designee
- Other LEA/district staff that may provide input regarding the student's present levels

Should an IEP team member unexpectedly request placement at an NPS (in-state or out-of-state) during an IEP meeting, the team should:

- Note the specifics of the request in the IEP notes;
- Note why the request is being made and by whom;
- Indicate that further data will be gathered, possibly through formal assessments; and
- Schedule an IEP team meeting at a future date in order to determine if NPS placement is appropriate.



Please contact your SELPA Program Specialist to coordinate scheduling this IEP meeting at a mutually agreeable date and time.

