

# Private School or Facility Application

## Checklist of Required Documentation

Initials	Timeline	Special Education Program Documentation Checklist
<b>GENERAL</b>		
	Initial application and every 5 years	Documentation that the private school is accredited by NWAC, a division of AdvancED, or the private facility is a rehabilitation center, hospital, corporation, or state agency. It is properly licensed as required by Idaho law.
	Initial application and <b>annually</b>	Description of liability insurance showing limits of not less than \$2,000,000 per site. Documentation must include; <ol style="list-style-type: none"> <li>1. name and contact information of insurance company</li> <li>2. policy limits; and</li> <li>3. the effective term of the policy, including expiration date</li> </ol> If the insurance coverage will expire during the approval period. Proof of renewed coverage must be submitted.
	Initial application and <b>annually</b>	Documentation that the private school or facility meets minimum health, fire, and safety standards.
	Initial application and every 5 years	Provide a description of the accounting system and a copy of the budget for the educational program for which approval is requested, including the costs of operation, maintenance, transportation, related services, and capital outlay.

EDUCATIONAL PROGRAM		
	Initial application and every 5 years and <b>when changes occur</b>	Provide an instructional program description. The description must include; <ol style="list-style-type: none"> <li>1. demographic description of students</li> <li>2. procedures for maintaining, evaluating, and recording student progress</li> <li>3. the curriculum guide, and</li> <li>4. description of parental involvement in student programs</li> </ol>
	Initial application and <b>annually</b>	List of licensed/certified personnel (submitted annually by October 15 <sup>th</sup> )
	Initial application and every 5 years	Describe the attendance reporting system utilized to certify to the LEA the daily record of attendance of each contracted student.
SPECIAL EDUCATION PROGRAM		
	Initial application and <b>annually</b>	Provide documentation that describes the following: <ol style="list-style-type: none"> <li>1. description of how special education services are provided</li> <li>2. evidence that at least one staff member holds a valid Idaho Exceptional Child Certificate (endorsement is generalist K-12)</li> <li>3. evidence that appropriately certificated or licensed related service providers is utilized to meet the needs of the students to be served by the facility.</li> <li>4. evidence of providing administrative personnel, such as a principal, special education director, or other school administrators, certified in an administrative area.</li> </ol>

EDUCATIONAL POLICIES		
	Initial application and <b>annually</b>	The oversight board must adopt and direct the private school or facility to implement the Idaho <a href="#">Special Education Manual</a> and any subsequent amendments. Provide documentation (such as minutes of a board meeting) of the adoption of the Idaho Special Education Manual. Describe any program, rule, or policy in your school's special education practice that deviates from the Idaho Special Education Manual and provide a written copy of the program, rule, or policy.

***I verify that I have initialed each requirement set forth above. I have attached a copy of this checklist and the required documentation with the Private School or Facility Special Education Programs Services Application Survey.***

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Email Address

**For Questions Contact**

Special Populations Coordinator  
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