

State Approved Private Day Schools

Overview and
Application Process



Why would a student be sent to a Private Day School?

- When the public education agency is unable to provide satisfactory education and services through its own facilities and personnel a student may be placed in an approved Private Day School.

A.A.C. R7-2-402 (B)

What does it take to be an approved Private Day School?

- In order for a Private Special Education School to be approved by the Department for the purpose of contracting with a public education agency, the private facility shall:

A.A.C. R7-2-402(C)(1)-(16)

A.A.C. R7-2-402(C)(1)-(16)

1. Provide **special education instructional programs** for students with disabilities that are at least **comparable to those provided by the public schools of Arizona** and **meet the requirements of IDEA.**



2. Provide the following documentation:

a. **Policies and procedures** based on IDEA and state statutes;

b. **Curriculum** that is **aligned with the Arizona Academic Standards**;

c. A completed **application**;

d. Copies of all **teacher and related service personnel certifications and licenses**; and

e. If applicable, a copy of North Central Accreditation.



3. Provide **certificated special education teachers** in **each classroom** to implement the IEPs of those students assigned to that classroom.

4. **Provide related services** to meet the needs of the students as indicated on their IEPs.

5. **Provide administration personnel** such as head teacher, principal, or other administrator certificated in an administrative area or experienced and certificated in the appropriate area of special education.



6. Provide an education that **meets the standards** that apply to education provided **by the public education agency**.

7. **Maintain student records** in accordance with the statutory requirements.


8. Accept **all responsibilities concerning instructional programs** to the **disabled student** and **parent or guardian** that are required of the public schools of Arizona.

Ultimate responsibility for any student under contract in a private special education school rests with the public education agency contracting for the students' education.

9. Administer all required **statewide assessments** to those students placed in the private facility by a PEA or through the educational voucher system.

10. Maintain adequate **liability insurance**.

11. **Maintain an accounting system and budget** which includes the costs of operation, maintenance, transportation, and capital outlay, and which is open to review upon request.



12. Maintain an attendance reporting system that provides public education agencies and the Department with required information.

13. Provide notification to contracting **public education agencies and the Department** of any **changes in staff or deletion of programs within 10 school days of the change or deletion.**

14. Provide **notification to** the contracting **PEA** of any **intent to discontinue, suspend, or terminate services** to a student for longer than **10 days**.

Services to the student must be continued by the private school until an IEP meeting with the PEA is convened to determine an appropriate alternative placement. The PEA must be given up to 10 school days to arrange for the transition of the student after the IEP determination.



15. **Permit onsite evaluation** of the program by **the Department or its designees, and the representatives of the public education agencies.**

16. Request approval to contract with public education agencies from the Department in accordance with the prescribed procedures.

Additional Information

- Applications for a Private Day School must be submitted annually.
- State Approved does not mean state endorsed.
- Agreements to provide services are strictly between the private schools and the public education agency.
- Schools that have been approved are listed on the ADE website
<http://www.azed.gov/special-education/state-initiatives/approved-private-day-schools/>



State of Arizona
Department of Education

**PRIVATE SPECIAL EDUCATION SCHOOLS
ANNUAL APPLICATION FOR APPROVAL 2015-2016**

Approval is granted on a yearly basis. Applicant must reapply annually.

Directions: Complete all sections. Submit the application and other related documents via e-mail to Chris.Lane@azed.gov or mail to Chris Lane, Arizona Department of Education, 1535 W. Jefferson Bin #24, Phoenix, AZ 85007. If you have any questions, call (602) 364-4015 or e-mail your questions as shown above.

**SECTION ONE
ADMINISTRATIVE INFORMATION**

Corporate Name: **Entity CTDS:**

Mailing Address:

Corporate Contact Name:

Title:

Phone:

Fax:

E-mail Address:

School Administrator:

Title:

Phone:

Fax:

E-mail Address:

Check one: Choose an item.

Private School Application

- Six pages long
- Section 1 contains administrative information
- Email Chris.Lane@azed.gov to obtain most current application

Private School Application

SECTION THREE PROVISION OF SERVICES		
Please check the disability categories for which you wish to be approved: (Your approval status is based on appropriate teacher certification.)		
CATEGORY	TEACHER CERTIFICATION REQUIRED	
<input type="checkbox"/> Autism (A)	Cross-Categorical or SLD, ED, or ID (MR) with courses (3 credits) or training (40 hrs) in Autism, Mild/Moderate or Severe/Profound	
<input type="checkbox"/> Emotional Disability (ED)	ED or Cross-Categorical with 20+ hours training in ED, or Mild/Moderate or Severe/Profound	
<input type="checkbox"/> Emotional Disability-Private (ED-P)	ED or Cross-Categorical with 20+ hours training in ED and meets ED-P requirements (see attached description), Mild/Moderate or Severe/Profound	
<input type="checkbox"/> Hearing Impaired (HI)	HI	
<input type="checkbox"/> Mild Intellectual Disability (MIID)	ID (MR), Cross-Categorical or Mild/Moderate	
<input type="checkbox"/> Moderate Intellectual Disability (MOID)	ID (MR), Cross-Categorical or Severe/Profound	
<input type="checkbox"/> Orthopedic Impairment (OI)	OI, Cross-Categorical or Mild/Moderate	
<input type="checkbox"/> Other Health Impaired (OHI)	OHI, Cross-Categorical + needed health care provider, or Mild/Moderate	
<input type="checkbox"/> Severe Intellectual Disability (SID)	ID (MR), Severely and Profoundly Disabled or Severe/Profound	
<input type="checkbox"/> Specific Learning Disability (SLD)	LD, Cross-Categorical or Mild/Moderate	
<input type="checkbox"/> Speech-Language Impairment (SLI)	Speech/Language Pathologist	
<input type="checkbox"/> Traumatic Brain Injury (TBI)	Certification required for co-occurring disability category, or Mild/Moderate	
<input type="checkbox"/> Visually Impaired (VI)	VI	
<input type="checkbox"/> Developmental Delay (DD)	Early Childhood Special Education, or Mild/Moderate	
<input type="checkbox"/> Preschool Severe Delay (PSD)	Early Childhood Special Education, or Birth-Grade 3	
<input type="checkbox"/> Non-Special Education	**Requires submission of North Central Accreditation certificate**	
ATTENTION: If you request approval for either of the two following categories, you must identify the contributing categories for which you will provide direct service.		
<input checked="" type="checkbox"/> Multiple Disabilities (MD): <input type="checkbox"/> HI <input type="checkbox"/> VI <input type="checkbox"/> OI <input type="checkbox"/> MOID <input type="checkbox"/> MIID <input type="checkbox"/> ED <input type="checkbox"/> SLD	All certifications required for contributing categories or Mild/Moderate	

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- Section 2 – Statement of Assurances (the 16 requirements per A.A.C. R7-2-402 (C)(1)-(16) reviewed earlier)
- Section 3 – lists the category of disabilities and the required teacher certification for approval in the various disability categories

- Section 4 – contains school site information such as the address, grade levels, etc.
- Section 5 – contains a list of all certified staff.

Any staffing additions or deletions must be submitted to the Arizona Department of Education **within 10 days** of the changes.

SECTION FIVE CERTIFIED STAFF LIST <small>Click here to enter text.</small>						
<small>Students placed through the IEP process in an ED-P program must be served with a student-teacher ratio of 12 to 2 with a special education teacher and a paraprofessional, with a third paraprofessional available for behavior issues.</small>						
Name of Teacher	Certificate Number	Expiration Date	Change	Date of Change	Administrator Initials	
Click here to enter text.	<input type="checkbox"/> Cross Categorical <input type="checkbox"/> ED <input type="checkbox"/> SLD <input checked="" type="checkbox"/> ID (MR) <input type="checkbox"/> OHI <input type="checkbox"/> OI <input type="checkbox"/> HI <input type="checkbox"/> VI <input type="checkbox"/> SLI <input type="checkbox"/> Severe/Profound <input type="checkbox"/> Early Childhood <input type="checkbox"/> Mild/Moderate <input type="checkbox"/> Severe/Profound	Click here to enter text.	Click here to enter a date.	<input type="checkbox"/> Add <input type="checkbox"/> Delete	Click here to enter a date.	
Click here to enter text.	<input type="checkbox"/> Cross Categorical <input type="checkbox"/> ED <input type="checkbox"/> SLD <input checked="" type="checkbox"/> ID (MR) <input type="checkbox"/> OHI <input type="checkbox"/> OI <input type="checkbox"/> HI <input type="checkbox"/> VI <input type="checkbox"/> SLI <input type="checkbox"/> Severe/Profound <input type="checkbox"/> Early Childhood <input type="checkbox"/> Mild/Moderate <input type="checkbox"/> Severe/Profound	Click here to enter text.	Click here to enter a date.	<input type="checkbox"/> Add <input type="checkbox"/> Delete	Click here to enter a date.	
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Add additional pages, as needed.

Staffing additions or deletions made throughout the year must be submitted on this form within 10 days of any change.

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Program Site Reviews

- Sites are visited annually to ensure that private schools are following the requirements set forth in A.A.C. R7-2-402(C)(1)-(16).
- A.A.C. permits onsite evaluation of the program by the Department or its designees **and the representatives of the public education agencies.**
- Violation of the statement of assurances will result in the private school being removed from the state approved list.

Contact Information

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Director of State Initiatives

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Education Program Specialists
State Approved Private Day
Schools

