



Exceptional Student Services

Private Special Education School Application

Instruction Manual

December 2023



**ARIZONA DEPARTMENT OF
EDUCATION**

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Approved Private Day Schools—New Applications

Private day schools are special education programs that are approved under [A.A.C. R7-2-402](#) by the Arizona Department of Education to provide special education and/or related services to students with disabilities placed by a public education agency (PEA). Students placed within an approved private day school are eligible to receive state funds that are issued to the PEA. Students placed in such programs generally present with significant emotional, behavioral, and/or educational needs that school districts may choose to refer to outside placements after considering other least restrictive options.

The placement of students must be based on the student's individual needs, as outlined in the individualized education program (IEP). A.A.C. R7-2-402 governs what is required for a private school to become approved by the Arizona Department of Education to take district placements for special education services. No state law allows a PEA to place a student without a disability into private schools. Any student that is not an IEP and who is placed into a private school does not benefit the PEA with state funding.

To take placements from public and/or charter schools, the department requires potential private schools to submit a formal application and to include administration information, point of contact(s), staff certifications, building/location information, and the ages/needs of students they plan to teach.

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Application Instructions

Accessing the Application

[Open ADE Connect](https://home.azed.gov/Portal/) (https://home.azed.gov/Portal/):

- Open ESS Portal/ESS Special Education Program Approvals.
- Select 'New School Year', then 'Current Application' for renewals (your information from the previous year will be carried over).
 - If you are a new applicant, select new application.

Application Sections

Administrative Information

Section 1

Administrative Information

Corporate Name:*
Click here to enter text

Corporate Contact Name:*
Click here to enter text

Title:*
Click here to enter text

Mailing Address:*
Click here to enter text

Phone:*
Click here to enter text

Email Address:*
Click here to enter text

Fax:
Click here to enter text

*If this is a renewal application, you will also be asked to provide an Entity ID or CTDS number.

We require all prospective private day schools to provide all administrative information, including administrator name, contact information, and any corporate entities that your school is affiliated with.

School administrators must provide evidence of either an administrative certificate or special education credentials.

School Administrator Information

(Information may be the same as Section 1)

School Administrator Information	
School Admin First Name:*	School Admin Last Name:*
<input type="text" value="Click here to enter text"/>	<input type="text" value="Click here to enter text"/>
Title:*	Phone:*
<input type="text" value="Click here to enter text"/>	<input type="text" value="Click here to enter text"/>
Email:*	Fax:
<input type="text" value="Click here to enter text"/>	<input type="text" value="Click here to enter text"/>
FCC Number:*	Public Educator ID:*
<input type="text" value="Click here to enter text"/>	<input type="text" value="Click here to enter text"/>

Administrator Certificate Information
<input type="radio"/> There is an administrative certificate on file with certification and can be validated by the Educator ID under the School Administrator Information section
OR
<input type="radio"/> I have a Special Education teaching certificate

Please indicate whether the administrator has an administrative certificate on file (validated by Educator ID number) and/or a special education teaching certificate

Point of Contact Information

This person will be contacted by ADE with any questions regarding the application and/or the private entity that will be responsible for publicly placed students.

Documentation

According to A.A.C. R7-2-402, for a private special education school to be approved by the Department to contract with a public education agency for a placement, the private facility must provide the following documentation:

1. Special Education Policies & Procedures
 - Policies and procedures outlining how your program will implement **specially designed instruction** to serve the specified area(s) of special education eligibility based on IDEA and state statutes. It **must not be** a copy of IDEA statutes and regulations and **must be** customized to the school's implementation of policies and procedures.
2. Curriculum that is aligned with the Arizona Academic and/or Common Core Standards
 - Please attach a copy of the curriculum that you plan to use to help serve and promote the continuation and improvement of Individualized Education Program (IEP) services for students with disabilities.
3. Public Educator ID numbers for all teachers and related service personnel
 - A teacher's **Educator ID** can be found on his or her Arizona Department of Education Certificate. ADE needs this number to ensure that teachers are appropriately certified in the area of special education to meet the needs of district-placed students.

4. Copies of fingerprint clearance cards for all teachers, paraprofessionals, and related service personnel
 - All teachers and individuals that work in the classroom are required to have an Identity Verified Prints (IVP) fingerprint clearance card per Arizona Revised Statute 15-106. We require a fingerprint clearance card number for **all** staff who will be around publicly placed students. When entering staff names and credentials, you must also include a fingerprint clearance card number.
5. Proof of liability insurance that is adequate and current. **Do not** mail a physical copy to ADE. This is to ensure protection for Students and third parties (e.g., vehicle usage).
6. Copy of fire inspection report showing approval for occupancy
 - The inspection must fall under code “E”—Educational Facilities; we will no longer be accepting inspection reports under code “B”—Business.
7. School year calendar that accurately reflects start date, end date, holidays, and breaks
 - Please use the template provided in the application.
8. CPR/First Aid certificates for teachers; must be active and current

Facility Requirements

By becoming an approved private school, you agree to permit onsite evaluation of the program by the Department, or its designees, and the representatives of the public education agencies. During this visit, the department will ensure that the facility is in an appropriate condition to provide special education and/or related services to students with disabilities and meet the following criteria:

- Classrooms are clean and tidy (i.e., the facility allows for mobility of all students and free from any debris)
- The site is accessible and allows for safe movement for all students and staff on campus (inside and outside)
- The flooring is in good condition and free of any hazards
- Walls and ceilings are safe, secure, and in good condition
- Windows are safe and in good condition (i.e., no cracks or broken glass, easy to operate, are not blocked)
- Entrances/Exits are clearly marked, accessible, and are not blocked by debris
- Restrooms and sinks are in working order and accessible to students
- Toilets and changing areas are in working order and allow for student privacy
- No electrical issues, extension cords, or exposed wires
- All furniture is safe for usage

Teacher and Staff List

Approved Private Day Schools must provide special education instructional programs for students with disabilities that exceed those provided by the public schools of Arizona and meet the requirements of IDEA. The department requires **certificated** special education teachers in each classroom with publicly placed students to implement the IEPs of those students assigned to that classroom. For each classroom, the PEA must have at least one unique, certificated teacher in the area of special education.

You must list all staff that will be working with publicly placed students. Please provide the following information for each individual:

- Teacher/Educator first and last name
- Fingerprint clearance card number
- Educator ID (must be provided for everyone except paraprofessionals)

- This is the 7-digit number tied to certifications and endorsements with the Arizona Department of Education. This number allows ADE to determine the service categories (i.e., special education labels) under which a school is eligible to provide services.
- Function—select educator role
- Upload licenses, certificates, etc. (if applicable)

Site/School Details

The department requires the following information about your school site in order to enter it into our system and allow districts to place students at your facility.

- Directory Information—Site/School Name, Address, City, State, Zip Code, District Location
 - If your campus **shares a location** on public school grounds or a public school building, your entity must attach a copy of the agreement or board minutes from the public education agency summarizing the agreement when the application is submitted.
- Site Contact Person—Name, Phone, Email Address
- Classrooms Per Site—Approved Private Day Schools must provide **certificated special education teachers in each classroom** to implement the IEPs of district-placed students assigned to that classroom (A.R.S. § R7-4-402). **The number of classrooms should be equal to or less than the number of certified teachers from the teacher/staff list.**
- Intended Service Categories—This describes areas of special needs you intend to teach (e.g., autism, specific learning disability). To be approved for each service category, we will crosscheck your staff's certifications with our current certification matrix in this document to ensure that your teacher is properly certificated in that area of need.
- Grades Served—Our department approves educational programs for preschool and kindergarten through grade 12. Your teachers will be required to be certificated or endorsed in the appropriate grades and special education areas to acquire approval. Below is our current list of requirements for each grade/area.

Preschool special education teachers are **required** to hold one of the following:

- An Early Childhood Special Education Certificate
- A K-12 Special Education (excludes VI and HI) Certificate with an Early Childhood endorsement
- A K-12 Special Education (excludes VI and HI) Certificate in combination with a valid Early Childhood certificate
- A Standard Professional teaching certificate with a Mild/Moderate Disabilities PreK-12 endorsement
- A Standard Professional teaching certificate with a Moderate/Severe Disabilities PreK-12 endorsement

Special education programs for kindergarten through grade 12:

The following is a table that outlines types of teacher certifications or endorsements and the categories of special education its holders are eligible to teach. This [glossary of acronyms and terms](#) can be referenced for clarification on the categories below.

Certification	Categories
Cross-Categorical	A; ED-P; OHI; OI; MIID; MOID; SLD; TBI
ED	A; ED-P
LD	A; SLD; TBI
ID	A; MOID, MIID; TBI
OHI	OHI
OI	OI
Hearing Impaired Special Education, Birth-Grade 12	HI
Visually Impaired Special Education, Birth-Grade 12	VI
Speech-Language Pathologist	SLI
Severe and Profound	OI; MD; MDSSI; SID; TBI
Early Childhood Special Education, Birth-Grade 3	DD; PSD
Mild-Moderate, K-12	A; ED-P; DD; MIID; MOID; OI; OHI; SLD; TBI
Moderate-Severe, K-12	A; ED-P; DD; MD; MDSSI; MIID; MOID; SID; OI; OHI; SLD; TBI

Endorsement	Categories
Mild/Moderate Disabilities, PreK-12	A; ED-P; DD; MIID; MOID; OI; OHI; SLD; TBI; DD; PSD
Moderate/Severe Disabilities, PreK-12	A; ED-P; DD; MD; MDSSI; MIID; MOID; SID; OI; OHI; SLD; TBI; DD; PSD

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Instructions for Renewing your Application

Private day schools that wish to be approved for public placement of students with disabilities must renew their application every fiscal year.

Basic Instructions

Applicants who wish to renew their application must have the ESS Special Education Program Approvals - LEA User permission. While this permission does say LEA User, it does function under a few different roles for sake of simplicity.

This will grant users to the ESS Special Education Program Approvals program under the ESS Portal. Users will then select the most recent school year to renew. After this, users can hover their mouse over Application and select the current application. Information from prior years is carried over in most cases.

Section Information to Review

Users will want to validate that basic entity information that carries over is still valid. Any information that is updated should be revised to ensure accuracy. Any incorrect information could invalidate private day approval. The following sections should be validated by the end-user before submission:

- Administrative Information
- School Administrator Information
- Administrator Certificate Information
- Document Links
 - This section houses policies and procedures (P&P)
 - P&P should reflect actual practices and implementation and not just copy and paste citations in law
- Point of Contact Information
- Site/School Details
- Teacher Information

Additional Documentation or Information Required

It is expected that users update the information in their application within two weeks of a change. This includes, but is not limited to, staffing, operational structure, and calendar days. Some of the primary items evaluated during a private day school submission are the following items:

- Curriculum (hyperlink or document)
- Fingerprint Clearance Cards
 - This is required for all staff in contact with publicly enrolled children at the site; there are no exceptions to this
 - Names must be exactly as shown on the card, as the application will obtain this data from the DPS database and will not be able to obtain the information if the name is not exactly as it appears on the card
- Liability Insurance
 - Please **do not** have a copy mailed to ADE; the copy of this should only exist in the application
- Fire Marshal Report
 - Entities should be inspected as educational organizations when working with fire departments doing the inspection, basic business inspections are not adequate for our purposes
 - Please work with your local region or fire department regarding this requirement
- Annual operational calendar
- Behavior strategies (for cross-categorical teachers teaching in an ED-P setting who have not yet fulfilled the 20-hour requirement)
- Non-adverse physical management
- CPR Training/Certifications
- First Aid Training/Certifications
- DHS Day Care License (Preschool Programs)
- DES or DHS License (Residential Facilities)
- Teacher Certification (staff listings)
 - Public Educator ID number; the application will automatically obtain data from the certification database
 - If you do not have this information, it can be obtained through the Online Certification Portal located at <https://oacis.azed.gov/>
 - Per A.A.C. R7-2-402(C)(3) publicly placed students must have a certificated special education teacher in each classroom to implement the IEPs of those students assigned to that classroom
- Related Service Provider Licenses

- Speech-Language Pathologist must hold a Speech-Language Pathologist, Prekindergarten-12 certificate

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