

Manhasset School District  
Committee on Special Education  
200 Memorial Place  
Manhasset, NY 11030  
(516) 267 7670

Non-Resident- Parents who Place their Children in Non-Public Schools

Dear Parent:

This letter provides information for you to be aware of if you are a non-resident of this (Manhasset) school district and if you have parentally placed your child who has a disability in a nonpublic school within the geographic boundaries of the Manhasset Public School district. The federal Individuals with Disabilities Education Act (IDEA) and State law require the school district where the nonpublic school is located, referred to as district of location (DOL); assume responsibility to provide special education services for your child. The following information is important for you to know:

- If you place your child in a nonpublic school and wish your child to receive special education services while enrolled in that school, you must request those services in writing no later than June 1 before the school year in which services are to be provided. If your child is first identified as a student with a disability after June 1 and before April 1 of the current school year, you may submit your request within 30 days after your child is first identified
- Transportation requests to and from your child's home to the nonpublic school should continue to be submitted to the school district where you legally reside by April 1 of the school year before transportation is to be provided in accordance with district policy.
- If while your child is enrolled in the non-public school, within the geographic boundaries of Manhasset Public Schools, you suspect that your child has a disability and you wish to have your child evaluated to determine if special education services are needed, you must contact us (Manhasset - DOL) to request an evaluation to determine your child's eligibility for special education services.
- In order for us (DOL) to share special education information about your child with the school district of residence (DOR), we must have your written consent.
- While your child is placed in a non-public school located within the geographic boundaries of Manhasset Public Schools (DOL), we will arrange for and provide the recommended services for your child, including conducting special education individual evaluations, Committee on Special Education (CSE) meetings and developing an individualized education services program (IESP). The personnel and locations for the delivery of those services will be determined by the Manhasset Public School district. An IESP will be developed in the same manner and with the same contents as an individualized education program (IEP). It is called an IESP to distinguish it from the IEP that would be developed if your child were reenrolled in the public school district.
- If you move you are required to notify the Manhasset Public Schools (DOL) of your new address and contact information immediately. You will also need to provide information to your district of residence (DOR).

Previously you have received a Procedural Safeguards Notice that explains your rights regarding the special education process, but if you need an additional copy, please contact our office.

Please sign and return the enclosed Parent Nonpublic School Acknowledgement/Consent form as soon as possible. If you wish for your child to receive special education services from this district, as the nonpublic school is located within the geographic boundaries of our public school district, **this form must be received by June 1<sup>st</sup> or within two weeks of the date of this letter, whichever is sooner.**

If you have any questions regarding these requirements, please do not hesitate to call.

Sincerely,

*Allison M. Rushforth*

Allison M. Rushforth

Executive Director, District Special Education Programs & Services

Encl.: Parent Nonpublic School Placement Acknowledgment/Consent Form

Manhasset School District  
Committee on Special Education  
Office of Special Education  
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(516) 267 7670

Non-Resident Parent Nonpublic School Placement Acknowledgment/Consent Form

For the 2022-23 school year I have elected to place my child in a nonpublic school, at my own expense, as indicated below:

STUDENT NAME: \_\_\_\_\_

NONPUBLIC SCHOOL: \_\_\_\_\_

SCHOOL ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

SCHOOL TELEPHONE: \_\_\_\_\_

NAME OF SCHOOL DISTRICT WHERE THE NONPUBLIC SCHOOL IS LOCATED:

MANHASSET, NY

In order to plan for your child, please indicate your decision below with your signature and return it to our office as soon as possible.

- I do not wish to discuss or arrange for special education services at this time. I am aware that if I do not wish to discuss or arrange for special education services at this time, this will in no way relinquish my child's right to receive a free appropriate public education from my district of residence in the future.
- My child will be attending a public or nonpublic school outside the geographic boundaries of the Manhasset School District. I give permission for the Committee on Special Education to exchange all pertinent educational information including my child's Individualized Education Services Program (IESP) with the above school. I understand that I must discuss and arrange for special education services with the school district where my child's public or nonpublic school is located.
- According to federal and State requirements, as the nonpublic school my child will be attending is located within the geographic boundaries of this district (Manhasset), I wish to discuss and arrange for special education services with the school district where my child's nonpublic school is located. If services are provided, I give permission for the Committee on Special Education to exchange all pertinent educational information including my child's Individualized Education Services Program (IESP) with the above school and with the school district in which we reside and with the school the student last attended. I also give permission for the Committee to observe my child at the above school and to request educational records. I also acknowledge and agree that the Manhasset Public Schools/DOL will seek reimbursement for these services from my district of residence.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**Manhasset School District  
Committee on Special Education  
200 Memorial Place  
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(516) 267 7670**

**Manhasset Resident Parents Who Place their Children in Nonpublic Schools**

Dear Parent:

This letter provides information for you to be aware of if you are a resident of this school district and you have placed, or are considering placing, your child who has a disability or is suspected of having a disability in a nonpublic school for which you would be paying tuition. The federal Individuals with Disabilities Education Act (IDEA) and State law require the school district where the nonpublic school is located to assume responsibility to provide special education services for your child. The following information is important for you to know:

- If you place your child in a nonpublic school and wish your child to receive special education services while enrolled in that school, you must request those services in writing no later than June 1 before the school year in which services are to be provided. If your child is first identified as a student with a disability after June 1 and before April 1 of the current school year, you may submit your request within 30 days after your child is first identified.
- Transportation requests to and from your child's home to the nonpublic school should continue to be submitted to us (i.e., the school district where you legally reside) by April 1 of the school year before transportation is to be provided in accordance with district policy.
- If you have placed your child in a nonpublic school and, while the child is enrolled in that school, you suspect that your child has a disability and you wish to have your child evaluated to determine if special education services are needed, you must contact the school district where the nonpublic school is located to request an evaluation to determine your child's eligibility for special education services.
- In order for us to share special education information about your child with the school district where the nonpublic school is located, we must have your written consent.
- If the nonpublic school where you place your child is located within the geographic boundaries of another public school district, the public school district in which the nonpublic school is located will arrange for and provide the recommended services for your child, including conducting special education individual evaluations, Committee on Special Education (CSE) meetings and developing an individualized education services program (IESP). An IESP must be developed in the same manner and with the same contents as an individualized education program (IEP). It is called an IESP to distinguish it from the IEP that would be developed if your child were reenrolled in our public school district.
- If the nonpublic school where you place your child is located within the geographic boundaries of our public school district, we will continue to provide special education services to your child, pursuant to an IESP.
- If the nonpublic school where you place your child is located in another state, your child may not be entitled to any or all of the special education services he/she might have received if enrolled in a public school. In this case you must contact the school district in the other State where the

school is located and they must determine your child's eligibility for services and develop a Services Plan, which will indicate the services to which you are entitled.

- If you have a dispute regarding special education evaluations or services provided for your child by the school district where the nonpublic school is located, you should pursue resolution of these disputes with that school district.

Previously you have received a Procedural Safeguards Notice that explains your rights regarding the special education process, but if you need an additional copy, please contact our office.

Please sign and return the enclosed Parent Nonpublic School Acknowledgement/Consent form as soon as possible. If you wish for your child to receive special education services from this district, as the nonpublic school where you are placing your child is located within the geographic boundaries of our public school district, **this form must be received by June 1<sup>st</sup> (according to New York State Education Department regulations) or within two weeks from receipt of this letter, whichever is sooner.**

If you have any questions regarding these requirements, please do not hesitate to call.

Sincerely,

*Allison M. Rushforth*

Allison M. Rushforth  
Executive Director, District Special Education Programs & Services

Encl.: Parent Nonpublic School Placement Acknowledgment/Consent Form

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STUDENT NAME: \_\_\_\_\_

NONPUBLIC SCHOOL: \_\_\_\_\_

SCHOOL ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

SCHOOL TELEPHONE: \_\_\_\_\_

NAME OF SCHOOL DISTRICT WHERE THE NONPUBLIC SCHOOL IS LOCATED:  
\_\_\_\_\_

In order to plan for your child, please indicate your decision below with your signature and return it to our office as soon as possible.

I do not wish to discuss or arrange for special education services at this time. I am aware that if I do not wish to discuss or arrange for special education services at this time, this will in no way relinquish my child's right to receive a free appropriate public education in the future.

I wish to discuss and arrange for special education services, as the nonpublic school is located within the geographic boundaries of this district. If services are provided, I give permission for the Committee on Special Education to exchange all pertinent educational information including my child's Individualized Education Services Program (IESP) with the above school and with the school the student last attended. I also give permission for the Committee to observe my child at the above school and to request educational records.

According to federal and State requirements, as the nonpublic school is not located within the geographic boundaries of this district, I understand that I must discuss and arrange for special education services with the school district where my child's nonpublic school is located and with the school the student last attended. I give permission for the Committee on Special Education to exchange all pertinent educational information including my child's Individualized Education Program (IEP) or Individualized Education Services Program (IESP), with the school district in which the nonpublic school is located.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date