Materials submitted by district in response to opening complaint letter from ISBE (dated December 6, 2011)
Systemic Complaint Private School Students

Received:
E-mail (w/Attachments) - Jan. 6, 2012
Hard copy by mail - Jan. 10, 2012

RECEIVED
JAN 10 2012
SPECIAL EDUCATION SERVICES
January 6, 2012

Ms. Marcia L. Kelley
Principal Education Consultant
Special Education Services Division
Illinois State Board of Education
100 North First Street
Springfield, Illinois 62777-0001

Re: Systemic Complaint Private School Students

Dear Ms. Kelley:

This communication is written in response to your letter dated December 6, 2011 regarding the “Systemic Complaint Private School Students”. This complaint was initiated by representatives of private/parochial schools within the district’s boundaries who were concerned about special education services offered to parentally-placed private school students. In order to comply with the information requested in the complaint the following staff from the Office of Special Education and Supports (OSES) were interviewed: Ms. Ethel Wells, Project Manager/Parentally-Placed Private Schools Students (PPPSS) and Ms. Patricia Norwood, Administrator in Business Operations.

Overview of Requested Information

1. A request was made for the District to provide a response to each of the issues identified in the following “Summary of Complaint”:

   “Several representatives of various private/parochial schools located within the district’s boundaries alleged that the district failed to manage the timely and meaningful consultation process properly relative to parentally-placed private school students with disabilities. Specifically, the complainants raised concerns regarding the child find activities, the determination of proportionate share funds, the overall operation of the process and the provision of services for eligible student. The complainants reported that a series of meetings had been conducted between this group of individuals and district officials over the past year, but the identified issues have not been resolved. As a result, evaluation procedures and the provision of services have been delayed for private school students and required information has not been shared with private school officials.
The complainants also raised concerns regarding the district's position relative to the relationship between early intervening services (i.e., Response to Intervention (RtI)) and the evaluation process conducted on behalf of private school student. Reportedly, the district had stated that such students would not be determined eligible for special education services, in the event that RtI services have not been implemented.

In order to comply with this request, Ms. Ethel Wells, the Project Manager/Parentally-Placed Private Schools Students (PPPSS) was interviewed. She assumed her managerial responsibilities shortly after February 2010 when Ms. Geneva Oatman, the previous manager, resigned from the Chicago Public Schools (CPS). The investigation findings revealed that contrary to the allegations made by the various parochial and private school agencies, CPS/Office of Special Education and Supports (OSES) has engaged in meaningful consultation and provided oversight to the process and determination of appropriate child find services, as well as proportionate share services for eligible students.

Ms. Wells explained that there are two types of meetings that the Office of Special Education and Supports (OSES) participate in with the private/parochial agency representatives. There are monthly affiliate meetings that are referred to as IDEA – Proportionate Share Meetings and an annual Timely Meaningful Consultation (TMC) Meeting. She added that the TMC Meeting occurs one time annually and is mandated by Illinois State Board of Education (ISBE). Ms. Pamela Butts, the Manager/Grants, Management, and Administrator – Title I Program, also participates in the sessions along with OSES and the outside affiliates. To date, this school year there has been one TMC Meeting and 7 IDEA – Proportionate Share Meetings.

When the IDEA Proportionate Share Meetings are held, the first part of the meeting is focused on Title I issues, while the latter part of the meeting is focused on IDEA-related issues. It was reported that Ms. Arlene Friedman, a representative from Jewish Affiliates, usually types up the minutes during the monthly Affiliate Meeting and they are given to Ms. Butts, who later sends them out to each of the attendees.

As was mentioned in the Summary of Complaint, the District has participated in several meetings held with the private/parochial representatives during the 2011 Fiscal Year and 2012 Fiscal Year and several child-find related topics were addressed. Ms. Wells provided for your review an overview of meetings and dates:

- **May 12, 2011**
  CPS/Office of Specialized Services
  Non-Public IDEA Proportionate Share Meeting
  Please see attached a copy of the minutes.

- **May 19, 2011** (Conference Call)
  Please see summary of the participants and the information discussed. Please see attached a copy of the narrative entitled, “CPS/Office of Specialized
Services, Non-Public IDEA Proportionate Share Conference Call, and May 19, 2011.

- June 2, 2011
  IDEA PRIVATE SCHOOLS
  Service Plan Training & Child Find Meeting
  Please see attached copies of the Agenda and Handouts.
  Please note that several OSES administrators presented at the meeting. The topics discussed included the following: Data Reporting, Child Find, Service Plan and Access to Service Plans on IMPACT. Please also find attached for your review the hand-outs that were distributed at the training.

- June 16, 2011
  CPS/Office of Specialized Services
  Non-Public IDEA Proportionate Share Meeting
  Please see attached copies of the Minutes and Sign-In Sheets.

- July 7, 2011 (Per Ms. Wells it should read July 8, 2011 on the attached Minutes)
  CPS/Office of Specialized Services
  Non-Public IDEA Proportionate Share Meeting
  Please see attached copies of the Minutes and Sign-In Sheets.

- August 4, 2011
  CPS/Office of Special Education & Supports
  Non-Public IDEA Consultation Meeting
  Please see attached copies of the Minutes and Sign-In Sheets.

- August 22, 2011
  CPS/Office of Special Education & Supports
  Non-Public IDEA Consultation Meeting
  Please see attached copies of the Minutes and Sign-In Sheets.

- October 4, 2011 TMC for Fiscal 2012
  See below for detailed information on TMC meeting

- November 17, 2011
  Private School Representative Meeting
  Please see attached copies of the Minutes and Sign-In Sheets.

As such, the investigation finding revealed that the District held a total of 8 IDEA Proportionate Share Conferences during the 2011 and 2012 Fiscal years and the TMC on October 4, 2011.

In preparation for the annual TMC Meeting, letters dated September 23, 2011 written by Dr. Richard G. Smith, the Chief Officer/OSES, were sent to various affiliates informing
them of the TMC Meeting scheduled for October 4, 2011 at the Chicago Public Schools headquarters. Please see attached. Ms. Wells collaborated with the local newspaper and an advertisement was placed in the classified section of the Sun-Times informing the general public about the upcoming October 4, 2011 meeting. Please see attached the classified document dated September 26, 2011. I have also provided emails dated September 22, 2011 written by Ms. Wells to the local newspapers that led to the classified being published in the newspaper notice.

Ms. Wells also shared that per our state guidelines, the District has to provide ISBE with a packet of information being distributed at the event. The content of the packet sent to ISBE included the following:

- Meeting agenda and handout(s)
- Letters of invitation sent to both private school and parent representative
- Verification of newspaper publication
- List of private schools within Chicago – District 299 boundaries and contact information for parent of home school children with disabilities
- Sign-in sheet of TMC participants
- Signed Attestation Forms

Ms. Wells sent a copy of the information packet and a cover letter dated November 30, 2011, to the attention of Mr. Andy Eulass via U.S. Certified Mail on December 6, 2011. Please find attached for your review a copy of the certified mailing along with the documentation.

Ms. Wells was the facilitator at the TMC Meeting. She shared that on that day, each participant received a copy of the following:

- Agenda
- “2011-2012 Procedures for Child Find and Accessing Proportionate Share Services for Students Parentally Enrolled and Attending Private Schools/Referral for a Full and Individual Evaluation (Child Find)”.  
- “Illinois State Board of Education Funding and Distributions Division/Special Education – IDEA Non-Public Proportionate Share (Final)”
- Written Affirmation of Consultation with Private/Parochial Providers (Please know that not all of the participants at the meeting completed this form.)

Please find attached for your review copies all of the sign-in sheet, as well as the above-mentioned documentation.

The complainants were hopeful that the District would be able to dedicate LEA teams to conduct Full and Individual Evaluations of students that attended their private schools but for many reasons the District determined that it would continue to use the evaluation teams already available at the District’s public schools. However, in order to streamline
and monitor the referrals received for private school students, OSES established an enrollment and monitoring process for the 2011-2012 School Year as delineated in handout entitled "2011-2012 Procedures for Child Find and Accessing Proportionate Share Services for Students Parentally Enrolled and Attending Private Schools/Referral for a Full and Individual Evaluation (Child Find)". The District also continues to implement the Child Find Activities presented to the complainants on June 2, 2011 with visits to the specific sites and screenings at Chicago Public Libraries.

The matter regarding the delay in the provision of services for private school students is discussed in #4 below.

With respect to the RtI allegations, please find attached a copy of the District's response dated December 1, 2011 to the complainants' attorney, Brooke Whitted, with a copy of his inquiry.

2. Documentation specific to the formal timely and meaningful consultation conducted by the district with private school officials and parents of eligible private school students on October 4, 2011, including an attendance list, a written agenda and materials shared with participants.

Please refer to Response Item #1 for the documentation related to the October 4, 2011 Meeting.

3. A summary of any other meetings conducted between the district and officials of private schools since December 2010, including an attendance list, a written agenda and materials shared with participants.

Please refer to Response Item #1 regarding meetings conducted between the district and private school officials since December 2010.

4. A summary of the district's overall plan for the provision of special education and related services for parentally-placed private school students with disabilities during the 2011-2012 school year.

In order to comply with this request, Ms. Wells was consulted. For the 2012 Fiscal Year, the District determined after the TMC and based on the meetings held prior to the TMC that it would support a vast amount of special education and related services through 3rd party vendors. The Private School Affiliates would be trained on the development of Individual Service Plans (ISP) for students that attended schools in their Affiliate network. The services each student received would be based on information gathered during Eligibility Determination meetings and from IEPs developed for the students,
when appropriate. The Affiliates would have access to the CPS electronic system and would be able to view the Eligibility and IEP information so that the ISP could be created for 3rd party implementation. You will note that the District allowed for supports that included all related services, assistive technology and augmentative communication devices, as well as instructional support from special education teachers. The District had to make technical and computer programming changes to its electronic ISP following the TMC in order to allow for the provision of all of the services that would be available in Fiscal Year 2012. There was a delay in this work following the October 4, 2011 TMC which is why the training on ISP development occurred on November 16, 2011. Please find attached a copy of the sample ISP that was shared with the computer programmer to ensure that all of the types of services were part of the new electronic ISP. Please find attached a copy of the November 16, 2011 training materials which includes a process map as well as the official enrollment and referral forms that were to be used for private school students.

5. Documentation specific to the district's efforts to provide information to private school officials regarding the provision of special education and related services for parentally-placed private school students with disabilities since the beginning of the 2011-2012 school year, including direct interactions and written communications.

Given the Winter Holidays the District is awaiting the return of staff, including Ms. Wells, so that we can gather and provide you the requested communications. Please expect a response to #5 by the end of next week, January 13, 2012.

6. A copy of the child count data submitted by the district to this agency specific to parentally placed private school students with disabilities in relation to the 2011-2012 school year.

In order to comply with this request, Ms. Wells was consulted. She provided for your review a copy of the “Illinois State Board of Education Funding and Distributions Division/Special Education –IDEA Non-Public Proportionate Share (Final)” dated August 16, 2011. Please see attached.

7. A listing of private school students already eligible for special education services at the beginning of the 2011-2012 school year and a description of the services provided for each of those students.

Services provided to private school students are based on ISPs developed for the student during the current Fiscal Year. As required under IDEA, the District holds the TMC before providing ISP services to private school students. Please find attached a copy of a
list of private school students that were eligible and receiving ISP services in Fiscal Year 2011 and are presumed to continue to be eligible for these services in Fiscal Year 2012.

8. A sample of twenty (20) individual service plans developed on behalf of eligibility private school students for the 2011-2012 school year. (Note—this sample should include students associated with the various private school affiliates i.e., Catholic, Lutheran, Jewish, Christian, Independent) located within the district’s boundaries.

Please know that at this time, given the delay timing of the TMC and technical changes to the electronic ISP, the District does not have any samples of service plans to submit for your review.

9. A copy of the procedures utilized by the district since the beginning of the 2011-2012 school year to manage referrals for special education evaluations submitted on behalf of parentally-placed private school students.

Prior to the referral process presented at the October 4, 2011 TMC, in which a centralized process would be handled by OSES, referrals for private school students were handled at the local public schools. Parents of private school students that lived in Chicago were to present their referral and enroll their child as a non-attending student at their neighborhood public school. Parents of private school students that live outside of Chicago were to present their referral and enroll their child as a non-attending student at the local public school associated with the private school’s address. Please see TMC packet discussed in #1 above for the “2011-2012 Procedures for Child Find and Accessing Proportionate Share Services for Students Parentally Enrolled and Attending Private Schools/Referral for a Full and Individual Evaluation (Child Find)”. Also, please find attached the procedures that were used for 2010-2011 school year that were still in place until the TMC occurred on October 4, 2011.

10. A listing of private school students referred for special education evaluations since the beginning of the 2011-2012 school year and an explanation of the current status of each referral.

OSES has put in the request for this data with our student information office and is awaiting the report. We hope to submit this report by January 13, 2012.

11. An explanation of the district’s perspective relative to the relationship between the district’s evaluation procedures and Response to Intervention (Rti) for private school students.

Please refer to Response Item #1 for the documentation related to Rti.
12. Any additional documentation you would like to provide relative to the issues in this case or an explanation of any resolutions regarding this complaint.

The district does not have additional information that it would like to include in the response.

In closing, the District hopes that the documentation referenced in the paragraphs above, as well as the forthcoming information the District will provide by January 13, 2012, will provide adequate information to close the complaint. If you have any questions, please do not hesitate to call Luis A. Rodriguez at (773) 553-1905.

Sincerely,

Carolyn Kirksey
Office of Dispute Resolution

Enclosure(s)

cc: Luis A. Rodriguez, Director of Dispute Resolution
The October 4, 2011 TMC Meeting – Related Information Packet
November 30, 2011

Illinois State Board of Education
Special Education Services
Mr. Andrew Eulass
100 First S Street
Springfield, IL. 62777

The enclosed packet of information is being sent in accordance with the documentation requirements of TMC for Special Education Services for Parentally Placed Private School Children with Disabilities. The items herein include:

- Meeting agenda and handouts(s) provided to each parent and school representative.
- Letters of invitation sent to both private school and parent representative.
- Verification of newspaper publication.
- List of private school within Chicago- District 299 boundaries and contact information for parents of home school children with disabilities.
- Sign-In sheet of TMC participants
- Signed Attestation Forms.

Sincerely,

Ethel J. Wells
Office of Special Education and Supports

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IDEA - FY2012 TMC Meeting  
125 South Clark Street  
Chicago, Illinois 60603  
Room 1550  
Tuesday, October 4, 2011

I. Welcome  
   Gretchen Brumley

II. Child Find  
    Ethel Wells

III. Proportionate Share  
     Ethel Wells

IV. Meaningful Participation  
   Ethel Wells

V. Allocation of Services  
   Ethel Wells

VI. Proposals of the Private Schools Representatives  
    Ethel Wells

VII. Attestation Form  
     Ethel Wells
2011-2012 Procedures for Child Find and Accessing Proportionate Share Services for Students
Parentally Enrolled and Attending Private Schools
Referral for a Full and Individual Evaluation (Child Find)

General Information

- The referral of a child suspected of having a disability must be initiated, in writing, by a parent, a Chicago Public Schools (CPS) employee, an Illinois State Board of Education employee, an employee of another state agency, or a community service agency.

- CPS is responsible for conducting the special education evaluation for students that attend private schools located within the Chicago city limits, regardless of where the student’s residence is located. CPS is also responsible for conducting special education evaluations for Chicago residents that are “home-schooled” students.

- The parent of a child who attends a private school located in Chicago, including “home-school”, and the parent of a child who attends a private school located in Chicago, but who resides out of the Chicago city limits should initiate the referral.

General Procedures

- The parent must submit a written request for an evaluation to the Chicago Public Schools (CPS) Enrollment Team (see contact information below) and provide the following documentation.
  - Enrollment Form
  - Consent to Enroll Form
  - Copy of the Student’s Birth Certificate

  Jennifer Haddadin – (773) 553-1870 jhaddadin@cps.k12.il.us
  Debra Malone – (773) 553-1797 dhmalone@cps.k12.il.us

- When a referral is made CPS must decide within fourteen school days of its receipt of the written request whether an evaluation is warranted and notify the parent of its decision.
  - Information relevant to the referral including reports from therapists, physicians, and teachers including classroom based assessments; and
  - Information regarding interventions provided at the private school and the student’s response to the interventions.

- If the child is a candidate for an evaluation, the school will obtain informed written consent from the parent to evaluate the child and shall conduct a full and individual evaluation within 60 school days after written consent has been obtained from the parent.

For further information on this process, please contact the Office of Special Education and Supports, Ethel J Wells at (773) 553-1259.

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### Illinois State Board of Education
#### Funding & Disbursements Division

**Special Education - IDEA Non-Public Proportionate Share (Final)**  
**IDEA Preschool (Ages 3 to 5) - Child Count December 1, 2010**

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WRITTEN AFFIRMATION OF CONSULTATION WITH
PRIVATE/PAROCHIAL PROVIDERS

I hereby affirm that I was invited to and participate in the private/parochial school providers consultation meeting sponsored by District 299, Chicago Public Schools, and held on October 4, 2011, located at 125 S. Clark St., Room 1550, in accordance with requirements of the Individuals with Disabilities Education Improvement Act. During the course of the consultation, the following issues were discussed with me:

(I) the child find process and how parentally placed private school children suspected of having a disability can participate equitably, including how parents, teachers and private school officials will be informed of the process;

(II) the determination of the proportionate amount of Federal funds available to serve parentally placed private school children with disabilities under this paragraph, including the determination of how the amount was calculated;

(III) the consultation process among the local educational agency, private school officials, and representatives of parents of parentally placed private school children with disabilities, including how such process will operate throughout the school year to ensure that parentally placed private school children with disabilities identified through the child find process can meaningfully participate in special education and related services;

(IV) how, where, and by whom special education and related services will be provided for parentally placed private school children with disabilities, including a discussion of types of services, including direct services and alternate service delivery mechanisms, how such services will be apportioned if funds are insufficient to serve all children, and how and when these decisions will be made; and

(V) how, if the local educational agency disagrees with the views of the private school officials on the provision of services or the types of services, whether provided directly or through a contract, the local educational agency shall provide to the private school officials a written explanation of the reasons why the local educational agency chose not to provide services directly or through a contract.

I was provided the opportunity to express my views and to ask questions of the school district pertaining to the aforementioned issues.

I was further informed that if I believe that the consultation was not meaningful, or that my views and those of others were not given due consideration by the school district, I could file a complaint with the Illinois State Board of Education, Department of Special Education, 100 N. 1st Street, Springfield, IL 62777. I understand that my complaint must identify the area(s) in which I believe the school district did not comply with the consultation process.

____________________________
PRINTED NAME SIGNATURE

PRIVATE SCHOOL AFFILIATION WITH SCHOOL

DATE
September 23, 2011

Dear Sir or Madam,

You are invited to attend a Timely and Meaningful Consultation (TMC) meeting to be conducted by the Office of Special Education and Supports of the Chicago Public School in Room 1550, 125 South Clark Street, Chicago, IL at 10:00 a.m. on Tuesday, October 4, 2011. The purpose of the meeting is to discuss how students with disabilities who attend private schools in Chicago at parental expense or who are home-schooled by their parents within the District will be served by District 299—City of Chicago during the 2011-2012 school year.

In accordance with the requirements of the Individuals With Disabilities Education Act of 2004 (IDEA 2004), public school districts are required to spend a portion of their Federal Part B special education funds to provide identified students with disabilities who attend private schools and home schools with the opportunity to equitably participate in special education services offered by the district. As a part of that process, we must conduct a public meeting in order to discuss our plans to fulfill that responsibility for the current school year. In addition, we wish to hear your feedback and views in order to ensure that your voice is heard during the process. Finally, we wish to also share information about how students with suspected disabilities can access the process offered by our District to screen and evaluate those suspected disabling conditions.

Your participation in this process is extremely valuable to us. We therefore hope you will attend. If you have any questions or concerns in advance of the meeting, please do not hesitate to contact Ethel J. Wells at (773) 553-1259.

Sincerely,

Richard G. Smith, Ed. D.
Chief Officer

Educate • Inspire • Transform
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Sincerely,

Richard G. Smith, Ed. D.
Chief Officer

September 23, 2011
Questions? See reverse side for contact information.

ADVERTISING INVOICE AND STATEMENT

Contact Name
Advertiser Name  CITY OF CHICAGO PUBLIC SCHOOLS
Agency Name
Agency Number
Advertiser Number
Billing Period
Invoice Date
Amount Due
Due Date

$148.80
10/15/2011

ACCOUNT ACTIVITY
PREVIOUS STATEMENT BALANCE
$0.00

CREDITS/PAYMENTS

Total Credits/Payments
$0.00

DEBITS/CHARGES

Date
Newspaper Ref.
Description
Purchase Order
Ad Size
Rate
Gross Amount
Net Amount

09/24/2011
10000136977-0924
WELLS TMC LEGAL
WELLS_TMC LEGAL
1 x 31 L
148.80
148.80
$148.80

TO PAY WITH A CREDIT CARD PLEASE CALL 312-321-2455

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09/01/11-09/30/11

Billing Date
09/30/2011

Current Amount
$148.80

30 Days
$0.00

60 Days
$0.00

Over 90 Days
$0.00

Unapplied Credit
$0.00

Terms of Payment
Net 15

Total Amount Due
$148.80

Due by 10/15/2011

Check Enclosed

Check #

Amount
LEGAL ADVERTISEMENT

Data Advertised Monday, September 26, 2011

CHICAGO PARK DISTRICT

DEPARTMENT OF PURCHASING

FOR THE

DEPARTMENT OF COMMUNICATIONS AND MARKETING
REQUEST FOR PROPOSAL (RFP)

FOR

THE PRODUCTION OF THE CHICAGO PARK DISTRICT’S TV SHOW AND OTHER PROMOTIONAL VIDEOS

The submittal documents are available for download by clicking on “Doing Business” on the Chicago Park District website via: www.chicagoparksdistrict.com, and then on the “Procurement”.

For more information, contact:

Lynea Kinnert
(312) 744-9760
lynea.kinnert@citychicagocom

NOTICE OF BID PROPOSAL ADDITION: For Proposal for Proposal (RFP) - INSURANCE BROKERAGE SERVICES FOR THE CITY OF CHICAGO

Attention: 400 South LaSalle Street, Room 201

SPECIFICATION NO:

18385

PROPOSAL OPENING DATE:

September 15, 2011

TIME:

2:00 PM CDT

CONTACT:

Edward Anderson
(312) 744-8118
edward.anderson@citychicago.org

DESCRIPTION:

Street Repairs - Rental and Detoxtion Services

Attention: 400 South LaSalle Street, Room 201

SPECIFICATION NO:

33459

PROPOSAL NUMBER:

3720

OPENING DATE:

September 15, 2011

TIME:

11:00 AM

LEGAL ADVERTISEMENT

Data Advertised Monday, September 26, 2011

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33459

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3720

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11:00 AM

NOTICE TO CREDITORS AND DEPOSITORS OF FIRST CHOICE BANK

GENEVA, IL

On August 19, 2011 (the “Closing Date”), the Illinois Department of Financial and Professional Regulation—Division of Banking (the “FDIC” or the “Failed Institution”) and appointed the Federal Deposit Insurance Corporation as Receiver (the “Receiver”) to handle all matters relating to the Failed Institution.

TO THE CREDITORS OF THE FAILED INSTITUTION

All creditors having claims against the Failed Institution must submit their claims in writing, together with proof of the claim, to the Receiver on or before November 25, 2011 (the “Claims Bar Date”). Claims may be submitted via the internet on the FDIC website, by fax or by mail to the following address:

FDIC as Receiver of First Choice Bank
200 N Main Street Suite 200
Schaumburg, Illinois 60173

Attention: Claims Agent

REGULATORY TRANSPORTATION AUTHORITY

REQUEST FOR PROPOSAL #6031

PUBLIC AFFAIRS CONSULTING SERVICES

The Regional Transporation Authority (RTA) invites you to submit a proposal to provide Public Affairs Consulting Services. The contract to provide this service will be awarded in the fall of 2011.

The RTA has developed a new Public Affairs Program in accordance with regulations of the U.S. Department of Transportation, that requires solicitation of consulting services. The RTA has contracted with the following firms to provide these services:

The proposed program will include:

- Development of a Public Affairs Program
- Development of a Public Affairs Plan
- Development of a Public Affairs Strategy
- Development of a Public Affairs Budget

The total amount of the bid is $50,000.

For further information or to receive a copy of the Request for Proposal, contact:

Teresa L. Weeks
Director, Community Relations
775 W. North Ave., West Chicago, IL 60185

Phone: (630) 466-4130 Ext. 111
Fax: (630) 466-4243

THE CONTRACT TIME LIMITS: The proposal deadline is October 4, 2011.

RENT YOUR APARTMENT WITH EASE IN THE CHICAGO SUN-TIMES CLASSIFIEDS, CALL 312-321-2345 TO PLACE YOUR AD.

Mechanics Lien Notice is hereby given that pursuant to Chapter 770 ILCS 49.1 and 901/7-3.3, on September 27, 2011, a lawsuit will be filed in the Circuit Court of Cook County, Illinois against the owner(s) of the property described as follows:

For the heirs, executors, administrators, or other representatives of the estate of

For the contractor(s):

For the sub-contractor(s):

For the owner(s):

For the tenant(s):
On Thursday, October 6, 2011 at 10:00 a.m., a Timely and Meaningful Consultation meeting conducted by the Chicago Public Schools will be held in Room 1550, at Chicago Public Schools, 125 S. Clark Street, Chicago, IL. The purpose of the meeting will be to discuss the District's plan for providing special education services to students with disabilities who attend private schools and home schools within the boundaries of District 299-City of Chicago for the 2011-2012 school year. If you are a private school provider; a parent of a student attending a private school within the city of Chicago; or a parent of a home-schooled student who has been or may be identified with a disability and you reside within the boundaries of District 299-City of Chicago, you are encouraged to attend. If you have further questions pertaining to this meeting or to confirm your attendance, please contact Ethel J. Wells at 773-553-1259. 

Pub: 5028, 9209, 9350, 1001/2011 136977
Thank you Ethel, I'll have the proof and confirmation to you soon.

Shellie Menozzi
Sun Times Media
312.321.2345 (option 5)
This is a confirmation for your ad that will be published in the Chicago Sun-Times. 
Publish Date: 9/28, 9/29, 9/30, 10/01/2011
Account Name: CITY OF CHICAGO PUBLIC SCHOOLS
Account Number: 100163066
Add#: 136977
Amount to be invoiced: $153.60

Your proof is attached. Please approve the proof or submit changes before noon on Monday, 9/26/11. Thank you!

Shellie Menozzi
Sun Times Media
312.321.2345 (option 5)

Thank you Ethel, I'll have the proof and confirmation to you soon.

Shellie Menozzi
Sun Times Media
312.321.2345 (option 5)
Shellie,

The Chicago Public School Office of Special Education and Supports would like to place a public notice ad in the Chicago Sun-times paper. I have attached the public notice to be printed on September 28, 29, 30 and October 1, 2011. Please let me know if you need any additional information.

Sincerely

Ethel J. Wells

Ethel J. Wells
Project Manager
Illinois ASPIRE Project
Chicago Public Schools
Office of Special Education and Supports
125 S. Clark Street 8th Floor
Chicago, IL 60603

Office: (773) 553-5259
Email: ewells@cps.k12.il.us
On Thursday, October 4, 2011, at 10:00 a.m., a Timeley and Meaningful Consultation meeting conducted by the Chicago Public Schools will be held in Room 1550, at Chicago Public Schools, 125 S. Clark Street, Chicago, IL. The purpose of the meeting will be to discuss the District's plan for providing special education services to students with disabilities who attend private schools and home schools within the boundaries of District 295-City of Chicago for the 2011-2012 school year. If you are a private school provider, a parent of a student attending a private school within the city of Chicago, or a parent of a home-schooled student who has been determined to be identified with a disability and you reside within the boundaries of District 295-City of Chicago, you are encouraged to attend. If you have further questions pertaining to this meeting or to confirm your attendance, please contact Ethel J. Wells at 773-553-1259.
## Private Schools

<table>
<thead>
<tr>
<th>Type</th>
<th>Code</th>
<th>School Name</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Independent</td>
<td>69362</td>
<td>Academy of Sacred Heart/Hardey Prep</td>
<td>6250 N. Sheridan Rd</td>
<td>773-262-4446</td>
</tr>
<tr>
<td>Catholic</td>
<td>69257</td>
<td>Academy of St. Benedict the African (Laflin)</td>
<td>6020 S. Laflin Street</td>
<td>773-776-3316</td>
</tr>
<tr>
<td>Catholic</td>
<td>69186</td>
<td>Academy of St. Benedict the African (Stewart)</td>
<td>6547 S. Stewart Ave</td>
<td>773-994-6100</td>
</tr>
<tr>
<td>Independent</td>
<td>69008</td>
<td>Ahadi Early Learning Center</td>
<td>2257 E. 71St St</td>
<td>773-324-5497</td>
</tr>
<tr>
<td>Jewish</td>
<td>69343</td>
<td>Akiba-Schechter Day School</td>
<td>5496 South Hyde Park Blvd.</td>
<td>773-493-8880</td>
</tr>
<tr>
<td>Catholic</td>
<td>69033</td>
<td>Alphonsus Academy</td>
<td>1439 W. Wellington</td>
<td>773-348-4629</td>
</tr>
<tr>
<td>Independent</td>
<td>69104</td>
<td>Ancona School Society Inc</td>
<td>4770 S. Dorchester Ave</td>
<td>773-924-2356</td>
</tr>
<tr>
<td>Catholic</td>
<td>69040</td>
<td>Annunciata School</td>
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<tr>
<td>Jewish</td>
<td>69591</td>
<td>Arie Crown Hebrew Day School</td>
<td>4600 Main</td>
<td>847-982-9191</td>
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<tr>
<td>Lutheran</td>
<td>69444</td>
<td>Ashburn Lutheran School</td>
<td>3345 W. 83rd Street</td>
<td>773-737-2156</td>
</tr>
<tr>
<td>Jewish</td>
<td>69553</td>
<td>Bais Yaakov High School of Chicago</td>
<td>3333 W. Peterson Ave</td>
<td>773-267-1494</td>
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<tr>
<td>Independent</td>
<td>69439</td>
<td>Bernard Zell Anshe Emet Day Sch</td>
<td>3751 N. Broadway St</td>
<td>773-281-1858</td>
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<tr>
<td>Christian</td>
<td>69015</td>
<td>Bethel Christian School</td>
<td>4215 W. West End</td>
<td>773-533-3636</td>
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<tr>
<td>Lutheran</td>
<td>69304</td>
<td>Bethesda Lutheran School</td>
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<tr>
<td>Lutheran</td>
<td>69305</td>
<td>Bethlehem Lutheran School</td>
<td>3715 E. 103rd Street</td>
<td>773-768-0441</td>
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<tr>
<td>Independent</td>
<td>69309</td>
<td>Beverly Montessori School</td>
<td>9916 S. Walden Pky</td>
<td>773-239-7635</td>
</tr>
<tr>
<td>Jewish</td>
<td>69001</td>
<td>Bnos Rabbinenu High School</td>
<td>6236 N. Sacramento</td>
<td>847-338-3274</td>
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<tr>
<td>Independent</td>
<td>69202</td>
<td>Brickton Montessori School</td>
<td>8622 W. Catalpa</td>
<td>773-714-0646</td>
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<tr>
<td>Catholic</td>
<td>69209</td>
<td>Bridgeport Catholic Academy - S. Campus</td>
<td>3700 S. Lowe St</td>
<td>773-376-6223</td>
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<tr>
<td>Catholic</td>
<td>69357</td>
<td>Brother Rice High School</td>
<td>10001 S. Pulaski Rd</td>
<td>773-429-4300</td>
</tr>
<tr>
<td>Catholic</td>
<td>69005</td>
<td>Cardinal Bernadine Early Childhood</td>
<td>1651 W. Diversey</td>
<td>773-975-6330</td>
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<tr>
<td>Independent</td>
<td>69302</td>
<td>Catherine Cook School</td>
<td>266 W. Schiller Ave.</td>
<td>312-266-3381</td>
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<tr>
<td>Jewish</td>
<td>69593</td>
<td>Cheder Lubavitch</td>
<td>5201 West Howard</td>
<td>847-675-6777</td>
</tr>
<tr>
<td>Independent</td>
<td>69571</td>
<td>Chicago Academy for the Arts</td>
<td>1010 W. Chicago Ave.</td>
<td>312-421-0202</td>
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<tr>
<td>Christian</td>
<td>69463</td>
<td>Chicago Christian Academy</td>
<td>5100-5110 W. Diversity</td>
<td>773-205-5102</td>
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<tr>
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<td>Chicago Hope Academy</td>
<td>2189 N. Bowler Street</td>
<td>312-491-1600</td>
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<td>69006</td>
<td>Chicago Jesuit Academy</td>
<td>5058 W. Jackson</td>
<td>773-638-6103</td>
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<td>Christian</td>
<td>69450</td>
<td>Chicago SDA Academy</td>
<td>7008 S. Michigan Ave</td>
<td>773-873-3005 x234</td>
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<td>Independent</td>
<td>69422</td>
<td>Chicago Waldorf School</td>
<td>1300 W. Loyola Ave</td>
<td>773-828-8458/773-465-2662</td>
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<tr>
<td>Christian</td>
<td>69238</td>
<td>Chicago West Side Christian School</td>
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<td>Catholic</td>
<td>69135</td>
<td>Children of Peace-Holy Trinity Campus</td>
<td>1900 W. Taylor Street</td>
<td>312-243-8186</td>
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<tr>
<td>Catholic</td>
<td>69073</td>
<td>Christ The King</td>
<td>9240 S. Hoyne Street</td>
<td>773-779-3329</td>
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<td>69027</td>
<td>Christ the King Jesuit College Prep</td>
<td>5088 W. Jackson</td>
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<td>Christ The King Lutheran School</td>
<td>3701 S. Lake Park Ave</td>
<td>773-536-1984</td>
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<td>Christian</td>
<td>69371</td>
<td>Cornerstone Academy</td>
<td>1111 N. Wells Street, Ste. 402</td>
<td>312-573-8854</td>
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<tr>
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<td>69538</td>
<td>Council Oak Montessori School</td>
<td>11030 S. Longwood</td>
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<td>Christian</td>
<td>69170</td>
<td>Cristo Rey Jesuit High School</td>
<td>1852 W. 22nd Place</td>
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<td>69566</td>
<td>Daystar School</td>
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<td>312-791-0001</td>
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<tr>
<td>Catholic</td>
<td>69363</td>
<td>De La Salle Institute (B)</td>
<td>3455 S. Wabash Ave</td>
<td>312-842-7355</td>
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<td>69423</td>
<td>Emmanuel Christian School</td>
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<td>69094</td>
<td>Epiphany</td>
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<td>69009</td>
<td>ESLUP Rapid Learning Center</td>
<td>710 West 61st Place</td>
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<td>Christian</td>
<td>69211</td>
<td>Evangelical Christian School</td>
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<td>69587</td>
<td>Ezzard Charles School</td>
<td>7946 S. Ashland Ave</td>
<td>773-487-0227</td>
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<td>Jewish</td>
<td>69594</td>
<td>Fasman Yeshiva High School of</td>
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<td>Catholic</td>
<td>69359</td>
<td>Frances Xavier Warde Sch. - Holy Name Cathedral</td>
<td>751 N. State Street</td>
<td>312-268-2500</td>
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<td>Independent</td>
<td>69016</td>
<td>Francis W. Parker School</td>
<td>330 W. Webster Ave</td>
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<td>69031</td>
<td>Gesher HaTorah Day School</td>
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<td>Lutheran</td>
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<td>Gloria Dei Lutheran</td>
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<td>773-581-5259</td>
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<td>69367</td>
<td>Gordon Technical High School</td>
<td>3633 N. California Ave</td>
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<td>69569</td>
<td>Grace English Lutheran School</td>
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<td>69313</td>
<td>Grace Lutheran School</td>
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<td>Hanna Sacks Bais Yaakov High School</td>
<td>3021 W. Devon Ave</td>
<td>773-338-9222</td>
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<td>Jewish</td>
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<td>Hillel Torah North Suburban Day</td>
<td>7120 N. Laramie</td>
<td>847-674-6533</td>
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<td>69124</td>
<td>Holy Angels School</td>
<td>750 E. 40th Street</td>
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<td>Lutheran</td>
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<td>773-265-0550</td>
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<td>69372</td>
<td>Holy Trinity High School</td>
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<td><strong>Christian</strong></td>
<td><strong>69506</strong></td>
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<td>1847 N. Humboldt Blvd</td>
<td>773-278-6330</td>
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<td><strong>Jewish</strong></td>
<td><strong>69361</strong></td>
<td>Ida Crown Jewish Academy</td>
<td>2828 W. Pratt Ave.</td>
<td>773-973-1450</td>
</tr>
<tr>
<td><strong>Catholic</strong></td>
<td><strong>69042</strong></td>
<td>Immaculate Conception School (North Park)</td>
<td>1431 N. North Park Ave.</td>
<td>312-944-0304</td>
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<tr>
<td><strong>Catholic</strong></td>
<td><strong>69139</strong></td>
<td>Immaculate Conception School (So. Exchange)</td>
<td>8739 S. Exchange</td>
<td>773-375-4674</td>
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<td><strong>69140</strong></td>
<td>Immaculate Conception School (W. Talcott)</td>
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<td>773-775-0545</td>
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<td><strong>Independent</strong></td>
<td><strong>69010</strong></td>
<td>Islamic CC of IL (ICCI)</td>
<td>6435 W. Belmont</td>
<td>773-637-3755</td>
</tr>
<tr>
<td><strong>Lutheran</strong></td>
<td><strong>69318</strong></td>
<td>Jehovah Lutheran School</td>
<td>3740 W. Belden Ave.</td>
<td>773-342-5854</td>
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<tr>
<td><strong>Jewish</strong></td>
<td><strong>69314</strong></td>
<td>Joan Dachs Bais Yaakov Elem</td>
<td>3200 W. Peterson</td>
<td>773-583-5329</td>
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<td><strong>Catholic</strong></td>
<td><strong>69375</strong></td>
<td>Josephinum High School</td>
<td>1501 N. Oakley Blvd.</td>
<td>773-276-1261</td>
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<tr>
<td><strong>Christian</strong></td>
<td><strong>69003</strong></td>
<td>Labor of Love (formerly New Way South)</td>
<td>1551 West 95th Street</td>
<td>773-253-0110</td>
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<tr>
<td><strong>Independent</strong></td>
<td><strong>69378</strong></td>
<td>Latin School of Chicago</td>
<td>59 W. North Blvd</td>
<td>312-582-6035</td>
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<tr>
<td><strong>Independent</strong></td>
<td><strong>69373</strong></td>
<td>Learning Network</td>
<td>5911 W. Midway Park</td>
<td>773-378-7076</td>
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<td><strong>Catholic</strong></td>
<td><strong>69377</strong></td>
<td>Leo High School</td>
<td>7901 S. Sangamon Street</td>
<td>773-224-9600</td>
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<td><strong>Independent</strong></td>
<td><strong>69374</strong></td>
<td>LH Day Lower</td>
<td>1720 W. 87th Street</td>
<td>773-239-2322</td>
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<tr>
<td><strong>Jewish</strong></td>
<td><strong>69039</strong></td>
<td>Lubavitch Girls High School</td>
<td>6350 N. Whipple</td>
<td>773-743-7716</td>
</tr>
<tr>
<td><strong>Jewish</strong></td>
<td><strong>69011</strong></td>
<td>Lubavitch Mesivta of Chicago</td>
<td>2756 W. Morse Ave.</td>
<td>773-262-0430</td>
</tr>
<tr>
<td><strong>Lutheran</strong></td>
<td><strong>69382</strong></td>
<td>Luther High School North</td>
<td>5700 W. Berteau</td>
<td>773-286-3600</td>
</tr>
<tr>
<td><strong>Independent</strong></td>
<td><strong>69517</strong></td>
<td>Lycee Francais</td>
<td>613 W. Bittersweet Place</td>
<td>773-665-0066</td>
</tr>
<tr>
<td><strong>Catholic</strong></td>
<td><strong>69385</strong></td>
<td>Maria High School</td>
<td>6727 S. California Ave</td>
<td>773-925-8686</td>
</tr>
<tr>
<td><strong>Catholic</strong></td>
<td><strong>69386</strong></td>
<td>Marist High School</td>
<td>4200 W. 115th Street</td>
<td>773-881-5300</td>
</tr>
<tr>
<td><strong>Christian</strong></td>
<td><strong>69024</strong></td>
<td>Master's Academy</td>
<td>6620 S. King Drive</td>
<td>773-326-4206</td>
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<td><strong>Catholic</strong></td>
<td><strong>69197</strong></td>
<td>Maternity BVM School</td>
<td>1537 N. Lawndale Ave.</td>
<td>773-227-1140</td>
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<tr>
<td><strong>Lutheran</strong></td>
<td><strong>69319</strong></td>
<td>Messiah Lutheran School</td>
<td>6200 W. Patterson Ave.</td>
<td>773-376-6600</td>
</tr>
<tr>
<td><strong>Independent</strong></td>
<td><strong>69563</strong></td>
<td>Metropolitan Primary Academy</td>
<td>4540 W. Washington Blvd.</td>
<td>773-379-0790</td>
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<tr>
<td><strong>Christian</strong></td>
<td><strong>69438</strong></td>
<td>Midwestern Christian Academy</td>
<td>3465 N. Cicero Ave.</td>
<td>773-685-1106</td>
</tr>
<tr>
<td><strong>Independent</strong></td>
<td><strong>69461</strong></td>
<td>Morgan Park Academy</td>
<td>2153 W. 111th Street</td>
<td>773-881-6700</td>
</tr>
<tr>
<td><strong>Catholic</strong></td>
<td><strong>69390</strong></td>
<td>Mother McAuley Liberal Arts H.S.</td>
<td>3737 W. 99th Street</td>
<td>773-881-6500</td>
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<tr>
<td><strong>Catholic</strong></td>
<td><strong>69226</strong></td>
<td>Mt. Carmel Academy</td>
<td>720 W. Belmont Ave.</td>
<td>773-525-8779</td>
</tr>
<tr>
<td><strong>Catholic</strong></td>
<td><strong>69391</strong></td>
<td>Mt. Carmel High School</td>
<td>6410 S. Dante Ave.</td>
<td>773-324-1020</td>
</tr>
<tr>
<td><strong>Independent</strong></td>
<td><strong>69550</strong></td>
<td>Muhammad University</td>
<td>7351 South Stony Island</td>
<td>773-643-0700</td>
</tr>
<tr>
<td>Catholic</td>
<td>69208</td>
<td>Nativity BVM School</td>
<td>6820 S. Washtenaw Ave</td>
<td>773-476-0571</td>
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<tr>
<td>Independent</td>
<td>69458</td>
<td>Near North Montessori School</td>
<td>1434 W. Division</td>
<td>773-384-1434</td>
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<tr>
<td>Lutheran</td>
<td>69316</td>
<td>New Hope Lutheran School</td>
<td>6416 S. Washtenaw Ave</td>
<td>773-776-9849</td>
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<td>Lutheran</td>
<td>69383</td>
<td>New Luther High School South</td>
<td>3130 W. 87th Street</td>
<td>773-737-1416</td>
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<tr>
<td>Christian</td>
<td>69017</td>
<td>New Way Learning (North)</td>
<td>2601 N. Meade</td>
<td>773-622-1551</td>
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<tr>
<td>Independent</td>
<td>69509</td>
<td>North Park Elementary School</td>
<td>2017 W. Montrose Ave</td>
<td>773-327-3144</td>
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<tr>
<td>Independent</td>
<td>69163</td>
<td>North Shore SDA Junior Academy</td>
<td>5220 N. California Ave</td>
<td>773-769-0733</td>
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<tr>
<td>Catholic</td>
<td>69115</td>
<td>Northside Catholic Academy-St. Gertrude Campus</td>
<td>6216 N. Glenwood Ave</td>
<td>773-743-6277</td>
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<tr>
<td>Catholic</td>
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<td>Northside Catholic Academy-St. Ita Campus</td>
<td>5525 N. Magnolia Ave</td>
<td>773-271-2008</td>
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<tr>
<td>Independent</td>
<td>69315</td>
<td>Northwest Institute For Contemp Acad</td>
<td>5108 W. Division Street</td>
<td>773-921-2800</td>
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<tr>
<td>Catholic</td>
<td>69393</td>
<td>Notre Dame High School</td>
<td>3115 N. Mason</td>
<td>773-622-9494</td>
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<tr>
<td>Christian</td>
<td>69556</td>
<td>Oakdale Christian Academy</td>
<td>9440 S. Vincennes Ave</td>
<td>773-779-9440</td>
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<td>Old St. Mary School</td>
<td>1532 S. Michigan Ave</td>
<td>312-386-1560</td>
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<tr>
<td>Catholic</td>
<td>69219</td>
<td>Our Lady of Grace School</td>
<td>2446 N. Ridgeway Ave</td>
<td>773-342-0170</td>
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<tr>
<td>Catholic</td>
<td>69220</td>
<td>Our Lady of Guadalupe Elementary</td>
<td>9050 S. Burley Ave</td>
<td>773-768-0999</td>
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<tr>
<td>Catholic</td>
<td>69069</td>
<td>Our Lady of Tepeyac Elementary</td>
<td>2235 S. Albany Ave</td>
<td>773-522-0024</td>
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<tr>
<td>Catholic</td>
<td>69405</td>
<td>Our Lady of Tepeyac High School</td>
<td>2228 S. Whipple Street</td>
<td>773-522-0023</td>
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<td>Catholic</td>
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<td>Our Lady of the Snows School</td>
<td>4810 S. Leamington Ave</td>
<td>773-735-4810</td>
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<td>Our Lady of Victory</td>
<td>4434 N. Laramie Ave</td>
<td>773-283-2229</td>
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<td>Lutheran</td>
<td>69321</td>
<td>Our Savior Lutheran School</td>
<td>7151 W. Cornelia Ave</td>
<td>773-736-1157</td>
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<td>Independent</td>
<td>69501</td>
<td>P.L.A.I.D. Academy</td>
<td>2407 West 111th Street</td>
<td>773-238-2603</td>
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<td>Park View Lutheran School</td>
<td>3919 N. Monticello</td>
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<td>Lutheran</td>
<td>69324</td>
<td>Pilgrim Lutheran School</td>
<td>4300 N. Winchester Ave</td>
<td>773-477-4824</td>
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<tr>
<td>Catholic</td>
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<td>Pope John Paul II Catholic School (Five Holy Martyrs)</td>
<td>4325 S. Richmond</td>
<td>773-523-6161</td>
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<td>Independent</td>
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<td>Providence - St. Mel School</td>
<td>119 S. Central Park Ave</td>
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<td>Christian</td>
<td>69504</td>
<td>Pui Tak Christian School</td>
<td>2301 S. Wentworth Ave</td>
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<td>Queen of All Saints School</td>
<td>6230 N. Lemont Ave</td>
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<td>Catholic</td>
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<td>Queen of Angels School</td>
<td>4520 N. Western Ave</td>
<td>773-769-4211</td>
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<td>69256</td>
<td>Queen of the Universe</td>
<td>7130 S. Hamlin Ave</td>
<td>773-582-4266</td>
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<td>69437</td>
<td>Reach Academy (formerly Mighty God)</td>
<td>7400 S. Michigan</td>
<td>773-952-4300</td>
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<td>Resurrection High School</td>
<td>7500 W. Talcott Ave</td>
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<td>St. Cletus School (69069)</td>
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<td>St. Benilde High School (69069)</td>
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<td>925 W. Douglas Blvd</td>
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<td>312-326-1839</td>
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<td>773-865-7423</td>
<td>St. Mary's Academy of Excellence (69069)</td>
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<td>701 S. Main Street</td>
<td>San Miguel School - Garrey Center Campus (69069)</td>
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<td>San Miguel School - Back of the Yards (69069)</td>
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<td>314 W. 108th Street</td>
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<td>1800 W. Indiana</td>
<td>Riddle Academy (69069)</td>
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<td>773-223-0033</td>
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<tr>
<td>345 S. Wentworth Ave</td>
<td>Restoration Lutheran School (69069)</td>
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### Private Schools

<p>| Catholic | 69083 | St. Cornelius | 5252 N. Long Ave | 773-283-2192 |
| Catholic | 69088 | St. Daniel The Prophet School | 5337 S. Natoma Ave | 773-586-1225 |
| Catholic | 69091 | St. Dorothy | 7740 S. Eberhart Ave | 773-783-0555 |
| Catholic | 69092 | St. Edward | 4343 W. Sunnyside Ave | 773-736-9133 |
| Catholic | 69093 | St. Elizabeth | 4052 S. Wabash Ave | 773-548-4100 |
| Catholic | 69095 | St. Ethelreda School | 8734 S. Paulina Street | 773-238-1757 |
| Catholic | 69096 | St. Eugene School | 7930 W. Foster Ave | 773-763-2235 |
| Catholic | 69098 | St. Ferdinand School | 3131 N. Mason Ave | 773-622-3022 |
| Catholic | 69102 | St. Florian | 13110 S. Baltimore Ave | 773-646-2868 |
| Catholic | 69105 | St. Francis Borgia School | 3535 N. Panama Ave | 773-589-1000 |
| Catholic | 69107 | St. Francis de Sales High School | 10155 S. Ewing Ave | 773-731-7272 x226 |
| Catholic | 69109 | St. Gabriel | 4500 S. Wallace | 773-268-6636 |
| Catholic | 69110 | St. Gall | 5515 S. Sawyer Ave | 773-737-3454 |
| Catholic | 69111 | St. Genevieve School | 4854 W. Montana | 773-237-7131 |
| Catholic | 69410 | St. Gregory the Great High School | 1677 W. Bryn Mawr Ave | 773-907-2100 |
| Catholic | 69120 | St. Helen | 2347 W. Augusta Blvd | 773-486-1055 |
| Catholic | 69121 | St. Helena of the Cross | 10115 S. Parnell Ave | 773-238-5432 |
| Catholic | 69123 | St. Hilary School | 5614 N. Fairfield Ave | 773-561-5885 |
| Catholic | 69137 | St. Hyacinth | 3640 W. Wolfram Street | 773-342-7550 |
| Catholic | 69411 | St. Ignatius College Prep | 1076 W. Roosevelt Rd | 312-421-5900 |
| Lutheran | 69570 | St. James Lutheran | 2101 N. Fremont Street | 773-525-4990 |
| Catholic | 69148 | St. Jane de Chantal School | 5201 S. McVicker Ave | 773-767-1130 |
| Catholic | 69151 | St. Jerome School | 2801 S. Princeton Ave | 312-842-7668 |
| Catholic | 69154 | St. John Berchmans School | 2511 W. Logan Blvd. | 773-486-1334 |
| Catholic | 69156 | St. John De La Salle School | 10212 S. Vernon Ave | 773-785-2331 |
| Lutheran | 69328 | St. John Ev Lutheran School | 4939 W. Montrose Ave | 773-736-1196 |
| Catholic | 69158 | St. John Fisher | 10200 S. Washtenaw Ave | 773-445-4737 |
| Catholic | 69161 | St. Josaphat | 2245 N. Southport Ave | 773-549-0909 |
| Catholic | 69168 | St. Juliana School | 7400 W. Touhy Ave | 773-631-2256 |
| Catholic | 69172 | St. Ladislaus School | 3330 N. Lockwood Ave | 773-545-5600 |
| Lutheran | 69491 | St. Luke Lutheran Academy | 1500 W. Belmont Ave | 773-472-3837 |
| Catholic | 69180 | St. Malachy School | 2252 W. Washington Blvd | 312-733-2252 |
| Catholic | 69181 | St. Margaret Mary | 7318 N. Oakley Ave. | 773-764-0641 |
| Catholic | 69182 | St. Margaret of Scotland School | 9833 S. Throop Street | 773-238-1088 |
| Catholic | 69189 | St. Mary of the Angels | 1810 N. Hermitage Ave | 773-486-0119 |
| Catholic | 69190 | St. Mary of The Lake School | 1026 W. Buena Ave | 773-281-0018 |
| Catholic | 69196 | St. Mary of the Woods School | 7033 N. Moselle Ave | 773-763-7577 |
| Catholic | 69195 | St. Mary Star of the Sea | 6424 S. Kenneth Ave | 773-767-6160 |
| Catholic | 69199 | St. Matthias/Transfiguration School | 4910 N. Claremont Street | 773-784-0999 |
| Catholic | 69204 | St. Michael School | 8231 So Shore Drive | 773-221-0212 |
| Catholic | 69206 | St. Monica School | 5115 N. Mont Clare Ave | 773-631-7880 |
| Catholic | 69212 | St. Nicholas of Tolentine | 3741 W. 62nd Street | 773-735-0772 |
| Catholic | 69210 | St. Nicholas Ukrainian Cathedral | 2200 W. Rice Street | 773-384-7243 |
| Catholic | 69236 | St. Pascal | 6143 W. Irving Park Rd. | 773-736-8806 |
| Catholic | 69420 | St. Patrick High School | 5900 W. Belmont Ave | 773-282-8844 |
| Lutheran | 69332 | St. Paul Lutheran School (Dorchester) | 7621 S. Dorchester | 773-721-1438 |
| Lutheran | 69331 | St. Paul Lutheran School (Menard) | 846 N. Menard Ave | 773-378-6644 |
| Lutheran | 69125 | St. Paul Lutheran School (Canfield) | 5650 N. Canfield Ave. | 708-867-5044 |
| Catholic | 69240 | St. Paul/Our Lady of Vilna | 2114 W. 22nd Place | 773-847-6078 |
| Lutheran | 69337 | St. Philip Lutheran | 2500 W. Bryn Mawr Ave | 773-561-9830 |
| Catholic | 69245 | St. Philip Neri School | 2110 E. 72nd Street | 773-288-1138 |
| Catholic | 69247 | St. Pius V | 1919 S. Ashland Ave | 312-226-1590 |
| Catholic | 69251 | St. Procopius Elementary School | 1625 S. Allport Street | 312-421-5135 |
| Catholic | 69258 | St. Rene Goupil | 6340 S. New England Ave | 773-586-4414 |
| Catholic | 69260 | St. Richard School | 5025 S. Kenneth Ave | 773-582-8083 |
| Catholic | 69426 | St. Rita of Cascia High School | 7740 S. Western Ave | 773-925-6600 |
| Catholic | 69262 | St. Robert Bellarmine School | 6036 W. Eastwood | 773-725-5133 |
| Catholic | 69267 | St. Sabina Academy | 7801 S. Throop Street | 773-483-5000 |
| Independent | 69007 | St. Sava Academy | 5701 N. Redwood Drive | 773-693-3366 |
| Catholic | 69427 | St. Scholastica Academy | 7416 N. Ridge Blvd. | 773-764-5715 |
| Catholic | 69277 | St. Stanislaus Kostka School | 1255 N. Noble Street | 773-278-4560 |
| Catholic | 69279 | St. Sylvester School | 3027 W. Palmer Square | 773-772-5222 |
| Catholic | 69280 | St. Symphorosa School | 6125 S. Austin Ave | 773-585-6888 |
| Catholic | 69281 | St. Tarcissus School | 6040 W. Ardmore Ave | 773-763-7080 |
| Catholic | 69283 | St. Thecla | 6323 N. Newcastle Ave | 773-763-3380 |
| Catholic | 69285 | St. Therese School | 247 W. 23rd Street | 312-326-2837 |
| Catholic | 69288 | St. Thomas of Canterbury | 4827 N. Kenmore Ave | 773-271-8655 |
| Catholic | 69286 | St. Thomas the Apostle Elementary | 5467 S. Woodlawn Ave | 773-667-1142 |
| Catholic | 69292 | St. Turibius School | 4120 W. 57th St | 773-585-5150 |
| Catholic | 69294 | St. Viator School | 4140 W. Addison | 773-545-2173 |
| Catholic | 69298 | St. Walter School | 11741 S. Western | 773-445-8850 |
| Catholic | 69300 | St. William School | 2559 N. Sayre Ave | 773-637-5130 |
| Christian | 69176 | Tabernacle Christian Academy | 1233 W. 109th Place | 773-445-3007 |
| Christian | 69043 | Teach 21 Day Care Inc. | 4343 N. Clarendon Ave. | 773-281-0069 |
| Jewish | 69433 | Telshe High School | 3535 W. Foster Ave | 773-463-5601 |
| Christian | 69022 | The Cambridge School | 4611 S. Ellis | 773-924-1200 |
| Christian | 69044 | United Educational Cultural Academy | 1236-42 W. 103rd Street | 773-238-2707 |
| Independent | 69157 | University of Chicago Lab | 1362 E. 59th Street | 773-702-0171 |
| Catholic | 69296 | Visitation | 900 W. Garfield Blvd. | 773-373-5200 |
| Jewish | 69047 | Yeshiva Ohr Baruch | 2620 W. Touhy Ave | 773-262-0885 |
| Jewish | 69442 | Yeshiva TiferesTzvi | 6122 N. California Ave | 773-973-6150 |
| Jewish | 69004 | Yeshivas Meor HaTorah of Chicago | 3050 W. Touhy | 773-465-0419 |</p>
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<td>Archdiocese of Chicago</td>
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<td>1900 S. Taylor</td>
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<td>Chicago, IL 60643</td>
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WRITTEN AFFIRMATION OF CONSULTATION WITH
PRIVATE/PAROCHIAL PROVIDERS

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CAROL MICELI
PRINTED NAME SIGNATURE
PRIVATE SCHOOL AFFILIATION WITH SCHOOL
DATE 10/14/11
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Kenneth W. James

PRINTED NAME SIGNATURE

University of Chicago Laboratory Schools Director of Student Services

PRIVATE SCHOOL AFFILIATION WITH SCHOOL

10/26/2011

DATE
WRITTEN AFFIRMATION OF CONSULTATION WITH PRIVATE/PAROCHIAL PROVIDERS

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Eric Serrano
PRIVATE SCHOOL AFFILIATION WITH SCHOOL
Private School Affiliation with School
DATE 10/4/11
WRITTEN AFFIRMATION OF CONSULTATION WITH
PRIVATE/PAROCHIAL PROVIDERS

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PRINTED NAME
DeLores K. Humphries
SIGNATURE

PRIVATE SCHOOL AFFILIATION WITH SCHOOL

DATE
10/4/11
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Nakshah Hobbs, [REDACTED]
Printed Name Signature
Village Leadership Academy, Principal
Private School Affiliation With School
10/4/11
Date
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[Signature]

Denise Ward

De La Salle

PRIVATE SCHOOL AFFILIATION WITH SCHOOL

DATE 10/4/11
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Mary Post

PRIVATE SCHOOL AFFILIATION WITH SCHOOL

DATE
WRITTEN AFFIRMATION OF CONSULTATION WITH
PRIVATE / PAROCHIAL PROVIDERS

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[Signatures]

I hope that the MANY & VARIOUS concerns expressed at this meeting today will be addressed by the appropriate personnel as soon as possible. Our children are suffering educationally.

[Signature]

DATE

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Dr. Gale Frazier
PRINTED NAME SIGNATURE
Evangelical Christian School - Director of Education
PRIVATE SCHOOL AFFILIATION WITH SCHOOL
10-4-11
DATE
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Ron Rivera
PRINTED NAME SIGNATURE
Debra Sales
PRIVATE SCHOOL AFFILIATION WITH SCHOOL
DATE 10/3/11
EN AFFIRMATION OF CONSULTATION WITH PRIVATE / PAROCHIAL PROVIDERS

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Deirdre Churchill
PRINTED NAME SIGNATURE

PRIVATE SCHOOL AFFILIATION WITH SCHOOL

DATE 10/4/11

Co. Head Learning Services, Bernard Zell
Anshe Emet Day School
WRITTEN AFFIRMATION OF CONSULTATION WITH
PRIVATE/PAROCHIAL PROVIDERS

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PRIVATE SCHOOL AFFILIATION WITH SCHOOL

DATE

10-4-11
WRITTEN AFFIRMATION OF CONSULTATION WITH PRIVATE / PAROCHIAL PROVIDERS

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PRINTED NAME SIGNATURE  Masters Academy (Christian Schools)
PRIVATE SCHOOL AFFILIATION WITH SCHOOL  6/4/11
DATE
WRITTEN AFFIRMATION OF CONSULTATION WITH
PRIVATE /PAROCHIAL PROVIDERS

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[Signature]

PRINTED NAME

CATHARINE COOK SCHOOL

PRIVATE SCHOOL AFFILIATION WITH SCHOOL

DATE 10-4-11
WRITTEN AFFIRMATION OF CONSULTATION WITH PRIVATE/PAROCHIAL PROVIDERS

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Alison Heimovich

PRINTED NAME SIGNATURE

Catherine Cook School

PRIVATE SCHOOL AFFILIATION WITH SCHOOL

DATE

10/04/2011
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Karen Uselmann
Sacred Heart

PRIVATE SCHOOL AFFILIATION WITH SCHOOL

DATE

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Beth Hodgen, Coordinator
St. Rita High School Learning Assistance
Private School Affiliation with School:

DATE: 10/4/11
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PRINTED NAME SIGNATURE
Near North Montessori School
PRIVATE SCHOOL AFFILIATION WITH SCHOOL
DATE
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Signed: Lila Vesen
Printed Name Signature

Raasis Park Montessori School Learning Specialist
Private School Affiliation With School

Date: 10-4-11
WRITTEN AFFIRMATION OF CONSULTATION WITH PRIVATE/PAROCHIAL PROVIDERS

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Marko Beorčić

PRINTED NAME SIGNATURE
St. Save Academy

FAITH CAHN

PRIVATE SCHOOL AFFILIATION WITH SCHOOL

DATE

10/4/11
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PRIVATE SCHOOL AFFILIATION WITH SCHOOL

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<td>Abraham Moller</td>
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<td>Arlene Friedman</td>
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<td>773 973 2872</td>
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CPS/Office of Specialized Services
Non-Public IDEA Proportionate Share Meeting
May 12, 2011

Present:
CPS: Kayleen Irizarry, Adalbert Kouba, Pam Butts, Heather Wendell, Gretchen Brumley,
Ethel Wells, Kimberly Thomas
Affiliates: Faith Caron, Arlene Friedman, Diana Knight, Shira Kroll, Joanne Planek, Jim
Quaid, Dan Fitzgerald, Rachel Swain, Sandy Wackenhuth,
Special Ed Specialists: Leah Duszynski, Sr. Kim, Bryna Towb, Rabbi Avrohom Moller,
Cheryl Saiki

After the last meeting it was requested, that Arlene complete an outline for IDEA service
provision and that Leah complete the same for child find. Both documents were presented
and distributed to the group. This served as a focus for discussion at the meeting.

Kayleen felt that these documents provided the key components of the process and she
divided the process into the following steps and topics for future agenda items:

Step 1: Determining Private School Special Ed Student Count
Step 2: Determination of Funds across Affiliations.
Step 3: Child Find Procedures for Private School Students/Process of
Student Evaluations
Step 4: Service Plan Drives the Provision of Services
Step 5: Reporting Process

Note was made of preliminary work that needs to be in place before the new process can
work.
Then a discussion followed regarding meetings, dates, location and the creation of
working groups.

Kayleen mentioned that based on these documents, deliverables by the next meeting
should include process maps and interface with databases and SharePoint development
(IMPART, Oracle interface).

A detailed review of the documents presented by Arlene and Leah occurred. General
discussion occurred regarding the items on the outlines that included the following
comments:

In the child find process, it was mentioned that the early childhood screening that CPS
does in private schools for students under 6 years old generally works well but the system
falls apart because what is to happen next as a process is missing. This is especially true
when a student is identified for monitoring – what really happens then? This is an issue
that needs to be addressed. Gretchen mentioned that the screening calendar is set up for
the entire year.

Gretchen described the CPS electronic tool and felt a tutorial on the tool would be helpful
for the group to see. This tool can generate a service plan electronically with the
appropriate data. CPS can check the tools that the private schools use currently and match up the data to wherever it is applicable in the CPS process.

It was asked – if private schools do their own evaluation, can the LEA be charged to cover the fees? Kayleen answered that the law department needs to be consulted about this since the LEA is responsible. Though CPS can’t pay OCS, for example, they could possibly pay a 3rd party vendor.

Discussion re: the establishment of LEA teams occurred and questions were delineated on Leah’s summary sheet. These will all need to be discussed at a further meeting.

The meeting was adjourned at 12:30 p.m.

**Future meeting dates:**

**May 19, 2011 10 am conference call – Steps 1 and 2**
To discuss how much money is at the table, what has been spent as of today, vendor list provision with service costs
Private school affiliates to confer re: the allocation of spent funds for carryover

**June 2, 2011 CPS 9 am – 12 noon 5th floor Board chamber – Step 3**
Technology process and child find
Summary of May 19 meeting
Gretchen will follow up on the budget analysis
More information re: completing the IWAS form for counting private school special ed students will be forthcoming including discussion about criteria and communication of proper form completion to private school personnel.

**June 16, 2011 10:30 am – 12 noon 5th floor Board chamber (after the regular NCLB Monthly Consultation meeting) – Step 4**
Service Plans
Provision of services

**TBD – Step 5**
Reporting next
Communication – to parents, to schools, schools and the ISBE IWAS form
CPS/Office of Specialized Services
Non-Public IDEA Proportionate Share Conference Call
May 19, 2011

Present:
CPS: Pam Butts, Heather Wendell, Ethel Wells, Kimberly Thomas
Affiliates: Faith Caron, Arlene Friedman, Shira Kroll, Joanne Planek, Sandy Wackenhuth
Special Ed Specialists: Leah Duszynski, Sr. Kim, Bryna Towb
Absent: Kayleen Irizarry, Gretchen Brumley

Heather mentioned that she had information re: next year’s IDEA proportionate share allocation. The total available dollars is about $6 million and includes FY10 ARRA, FY 11 ARRA, and regular FY11. Specific details will be forthcoming.

Gretchen was to provide data regarding the exact breakdown and analysis of what was spent so far but since she was not in attendance and did not provide that data to be shared, it was unavailable. It was reiterated, that the demographics of the list that was shared needs to be communicated so it will be clear which private school the serviced students attended (and thus, which affiliation he/she comes from). Also, it is important to have the service start date added to the database as well as the date the service plan was written. Leah also asked if there is a timeline that should be shared re: servicing special ed students. Heather said she would check into this.

It would seem that at this time because there are no clear numbers of private school special ed students per affiliate, that the IDEA proportionate share allocation will be divided according to student enrollment numbers per affiliate.

The discussion then centered on how to deal with the dollars spent last year (about $257,000). Should those dollars come off the top or be charged to the affiliate that spent them? This was a question that Kayleen asked the affiliates to discuss privately after the last meeting. The non-Catholic affiliates did discuss this and all agreed that the spent dollars should be deducted from the affiliation that spent the dollars on special ed services. The Catholic affiliate was not polled because it was unclear who was the voice of OCS for voting now that Sister Christianne is no longer with OCS. Leah felt that she has always represented OCS on Special Ed issues and thus it should be her. This was not a discussion to be had and decided on a phone conference call.

Kimberly explained that the reason the large amount of IDEA allocation existed was because of the OCS special ed students and that would be a consideration for taking the dollars off the top. The non-Catholic affiliates were concerned that the reason for lack of child find in the non-Catholic sector is because of the current process that has not worked for years. This has created a catch-22. After some discussion, Leah agreed to the position of the non-Catholic affiliates – that the spent dollars should be deducted from the affiliation that spent the dollars on special ed services.

Leah announced that at this late date, OCS cannot do a special ed program during the summer.
Arlene mentioned that Kayleen implied that this meeting was supposed to discuss Steps 1 and 2 from the outline that she had presented at the last meeting. Those topics were: Determining Private School Special Ed Student Count and Determination of Funds across Affiliations. The first topic is focused on the special ed count that private schools submit to ISBE by December 30th of every year through IWAS – i.e. the student, staff, enrollment report. A number of years ago, this form was revised to include private school special ed students per grade level. The problem is that it is unclear what the criteria are for counting special ed students. Must the student have a service plan or can outside documentation of a special ed need qualify a student to be counted? This is critical for child find and allocation determination. Heather mentioned that she has not seen the form and will check into it with ISBE. Arlene said she would send a sample to the group from one of her schools. Leah suggested asking Luis Rodriguez how to complete the form with respect to criteria. Arlene expressed concern that perhaps this is a conversation that can include others as well and perhaps some LEA discretion could be used here as well. Bryna suggested that the group create a proposal for a formula to identify special ed students. Heather suggested that at the June 2nd meeting this issue be a special agenda item. Perhaps it will be easier to address at that time since that meeting is devoted to analyzing the CPS process for identifying special ed students and determining eligibility. Then it might be easier to make connections to private school students.

Faith asked for information regarding any additional vendors that can be used to provide IDEA services to private school students. Gretchen did forward to the affiliates the list of vendors used by OSES and the fees that they charge. Pam mentioned that additional vendors come from a 2nd Board Report list. Kim reiterated that one needs to ensure that vendors are qualified to provide the IDEA services and vendors that might be added to the list might need to prove their qualifications or the qualifications of their personnel for specific service provision. There will be a need for a CPS vendor number as well as a Type 73 certificate. It would seem that some credential requirement would exist for the LEA team but the LEA would have discretion to accept other credentials as well. Bryna asked about Type 10 and Type 75 certificates for qualification. Gretchen will need to check how to move forward with this and hopefully this will be clear by the June 2 and June 16 meetings.

Pam asked Leah to forward to her the electronic copy of the Child Find process that was presented at the last meeting. Arlene sent her electronic copy of the service provision process to Pam after the last meeting.

Pam also asked that any additional email addressess that should be added to this working IDEA group be forwarded to her so all communications can include everyone.

Dr. Planek mentioned that she really felt that an agenda was lacking at this meeting and that we should have an agenda in the future. Leah suggested that face-to-face meetings work better than conference calls. Arlene mentioned that Kayleen implied that deliverables for this meeting would include process maps based on the outline provided at the last meeting with some databases and sharepoint development. None of this appears to have been started.

The next meeting is called for June 2, 2011 from 9 am -12 noon – at CPS, 5th floor Board Chamber. The agenda will include the technology and CPS child find process. Gretchen will follow up with the budget. Also, more information re: completing the IWAS form for counting
private school special ed students will be forthcoming including discussion about criteria and communication of proper form completion to private school personnel.

The meeting was adjourned at 11 a.m.
AGENDA

IDEA PRIVATE SCHOOLS
Service Plan Training & Child Find Meeting

Chicago Public Schools
5th Floor/Board Chambers, Clark Side

Thursday, June 2, 2011
9:00 a.m. – 1:00 p.m.

I. Introductions .....................................................9:00 a.m. – 9:05 a.m.

II. Outstanding Items .....................................................9:05 a.m. – 9:45 a.m.
    • Budget – Heather Wendell, GMA
    • Data Reporting – Gretchen Brumley, OSES

III. Service Plan Technology Demo .........................9:45 a.m. – 11:00 a.m.
    • Service Plan Training - John Sturtevant, OSES

IV. Child Find .........................................................11:00 a.m. – 12:45 p.m.
    • Child Find Overview – Ethel Wells, OSES
    • Summer Dates – Ethel Wells, OSES
    • Fall Options – Ethel Wells, OSES
    • Child Find Referral Process – Ethel Wells, OSES

V. Adjournment .......................................................12:45 p.m. – 1:00 p.m.
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V. Adjournment .................................................. 12:45 p.m. – 1:00 p.m.
Child Find
Early Childhood Screening Program

Date: ______________________________

Dear Parent/Guardian:

____________________________________________________________________________

Your child demonstrated some difficulty which may be developmental and he/she should be screened again in four (4) months to check his/her development in the areas marked below.

☐ Cognitive/Academic Skills (problem solving, counting, matching)
☐ Communication (speech sounds, listening, speaking)
☐ Motor Skills (building blocks, drawing, skipping, hopping)
☐ Social/Emotional (self control, playing, sharing)

If your child should develop problems in the future or if you know a child who may need specialized services, please contact the nearest public school for assistance. If you have any questions, please call Romeldia Salter at 773-553-1900 for additional information.

Thank you,

Romeldia Salter
Manager, Early Childhood Special Education
Office of Special Education and Supports
Private Schools
Child Find Screening Schedule
2011-2012 School Year

SEPTEMBER 2011

St Helen- September 6, 2011

Holy Angels - September 7, 2011
750 E. 40th

Provident St Mel- September 8, 2011

Queen of All Saints- September 12-14, 2011

St. Jane De Chantal - September 12-13, 2011
5201 So. McVicker

Queen of the Universe - September 15, 2011
7130 So. Hamlin

St Stanislaus Koska - September 15, 2011

St Ann- September 16, 2011

St. Agnes - September 22, 2011
2643 So. Central Park

Academy of St. Benedict - September 27, 2011
6020 So. Laflin

Our Lady of Guadalupe - September 29, 2011
9050 So. Burley

St. Therese - September 29-30, 2011
247 W. 23rd
Private Schools
Child Find Screening Schedule
2011-2012 School Year

NOVEMBER 2011

Cheder Lubavitch November 1, 2011

Emmanuel Christian - November 2, 2011
8301 So. Damen

St John Berchman- November 2-3, 2011

St. John Fisher - November 7, 8, 9, 2011
10200 So. Washtenaw

Queen of Martyrs - November 10, 2011
3550 W. 103rd

St. Helena - November 14, 2011
10115 So. Parnell

Frances X Warde -November 7-14, 2011

Midwest Christian Academy November 15, 2011

St. Rene - November 16-17, 2011
6340 So. New England

St Viator -November 17, 2011

St John Berchman -November 17, 2011

St. Mary Star of the Sea - November 21-22, 2011
6424 So. Kenneth
Private Schools
Child Find Screening Schedule
2011-2012 School Year

FEBRUARY 2012

Our Lady of Victory - February 2, 2012

St. Cornelius - February 7, 2012

Old St. Mary - February 13-14, 2012

St. Ladislaus - February 15-16, 2012

McCauley Little School - February 15-16, 2012
3737 W. 99th

St. Benedict - February 20, 27, 29, 2012

MARCH 2012

St. Turibius - March 13, 2012
4120 W. 57th

Oakdale Christian - March 29-30, 2012
9440 So. Vincennes
Private Schools
Child Find Screening Schedule
2011-2012 School Year

The following schools were screened during the 2010-2011 school year...not yet scheduled for 2011-2012 school year

**SEPTEMBER**
St. Symphorosa
6125 So. Austin

St. Paul
2114 W. 22nd

St. Ethelreda
8734 So. Paulina

Academy of St. Benedict
6547 So. Stewart

Pope John Paul
4325 So. Richmond

**OCTOBER**
St. Margaret of Scotland
9833 So. Throop

**NOVEMBER**
St. Bruno
4839 So. Harding

**DECEMBER**
Epiphany
4223 W. 25th
Private School
Child Find North Schedule

September 2011
St Helen 9/6-7/11
Provident St Mel 9/8/11
Queen of All Saints 9/12-14/11
St Stanislaus Koska 9/15/11
St Ann 9/16/11

October
Immaculate Conception 10/3-4,6/11
St Sava 10/11/11
St Eugene 10/21,24/11
Cheder Lubavitch 10/31/11

November
Cheder Lubavitch 11/1/11
St John Berchman 11/2-3/11
Frances X Warde 11/7-14/11
Midwest Christian Academy 11/15/11
St Viator 11/17/11
St Monica 11/28-29/11

December
Northside Catholic Academy 12/5-7/11
Yeshiva Tiferes Tzvi 12/8/11
Bais Yaakov 12/12-14/11

January 2012
Brickton Montessori 1/19-20/12
St Tarscissus 1/23-24/12
St Pascal 1/30/12
Situation: Students with disabilities who reside within the City of Chicago and attend a private school within the city, and the Chicago Public Schools has offered a free appropriate public education but whose parents chose private education; or students who do not reside within the City of Chicago but attend a private school within the city.

Description: Process for entering a student's Service Plan in SSM.

Response/Work Steps:

1. The case manager proceeds to documents to create a Service Plan Document for a student.


IEP and 504

Eligibility Determination

CPS

Every Child, Every School
3. Click Go

4. The New Service Plan Setup window will open

a. Include the following sections
   i. Cover Sheet - required
   ii. Service Plan - required
   iii. Parent Waiver of IEP Development - as needed
5. Click New

6. Cover Sheet

   a. The Cover Sheet section for the Service Plan opens in edit mode. The case manager updates the following field:
      i. Date of Meeting
      ii. Non attending
         1. Parochial/Private School Name
         2. Parochial/Private School Phone
      iii. Case Manager – select from the lookup
      iv. Service Plan Team participants
         1. Role/Title
         2. Name (use the lookup link for CPS Staff)

   b. Click Save, Continue Editing to add additional row for participants
   c. Click Save, Done Editing
d. Click the Cover Sheet link dropdown and select Service Plan

The case manager updates the following data fields on the Service Plan page (for each disability as applicable):

i. Area of focus

ii. Provision of Services (select one or both of the following checkboxes)
   1. Direct
   2. Consultative

iii. Amount and Frequency (not to exceed 60 minutes/week total)

iv. Location
   1. The case manager answers the following transportation question:
      a. Are transportation services necessary to enable student to receive services on this plan?
      b. If the case manager checks "No", the student's current school will auto-populate, the case manager will finalize the Service Plan and give a copy to the parent.
c. If the case manager checks "Yes", the following guided action will appear on the Service Plan: "Due to the possibility of implementing the "Service Plan" at a location in closer proximity to the private school, transportation for this student must be confirmed by the Office of Special Education and Supports. Please provide parent a copy of the draft service plan and advise the parent that OSES will complete review within 10 calendar days." The case manager gives the parent a draft copy of the Service Plan.

<table>
<thead>
<tr>
<th>Description of special education and/or related services for students with Learning Disabilities including area of focus</th>
<th>Provider of Services</th>
<th>Amount and Frequency</th>
<th>Service Provider</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students with disabilities who reside in the City of Chicago and attend a private school within the city, and the Chicago Public School education but whose parents choose private education, or students who are residents within the City of Chicago but attend a private school within the city.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: The Service Plan will be reviewed by OSES if transportation is necessary.
8. Parent Waiver of IEP Development

a. Click the Service Plan link dropdown and select Parent Waiver of IEP Development

b. Because the student is a Chicago resident an IEP should have been developed to offer a free appropriate education. If the parent chooses to waive the IEP development, print and have the parent sign and date the Parent Waiver of IEP Development. Case Manager then adds an event to the Event Log to indicate that the parent has decided to waive the development of the IEP.

If you are having trouble with the process, please call 773-553-3925, option 2. For policy related questions, please call Ethel Wells at 773-553-1259.
TO: Day Care Director/Principal
RE: Chicago Public Schools - Child Find
Early Childhood Developmental Screening

Chicago Public Schools
Child Find Screening Program

The Chicago Public Schools offers early childhood developmental screenings for children birth through six. This screening includes the following components: cognitive/academic, speech/language, social-emotional and fine/gross motor skills. Vision and hearing screening is also available. On the last day of the screening, all test results will be explained and reviewed with you/staff. You will also be given a letter for each child screened stating their test results to be given to each parent. All test booklets will remain at your school for your files.

This service is FREE and is an excellent way of assuring you and your families that the children are developing age appropriately, as well as identify children who may be in need of early intervention services.

If you have any further questions regarding this service, or if you would be interested in scheduling a date for our team to come out to your school and screen your children, please contact:

Child Find North Team - (22nd Street north to city limits)
Mary Pat Slowey - Child Find North Team Leader
cell (contact number)
or
Child Find South Team - (22nd Street to city limits)
Davette M. Clark Johnson - Child Find South Team Leader
cell (contact number)

“We can help them, if we can find them”
Do You Know...

... a child five years of age or younger who may not be developing appropriately because of difficulties with:

- seeing or hearing
- talking
- sitting, standing, walking
- thinking
- behaving appropriately

Call 773/553-1900 or TDD/TTY 773/553-1917 for free developmental screening dates in your neighborhood.

The Chicago Public Schools has scheduled monthly Child Find screenings at sites throughout the city.

Children may be screened at any of the following locations:

<table>
<thead>
<tr>
<th>SITE</th>
<th>ADDRESS</th>
<th>SCREENING DATE</th>
<th>SCREENING HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jefferson Park Library</td>
<td>5363 West Lawrence</td>
<td>First Friday</td>
<td>9:00 a.m. - 3:15 p.m.</td>
</tr>
<tr>
<td>West Belmont Library</td>
<td>3104 North Naragansett</td>
<td>Second Friday</td>
<td>9:00 a.m. - 3:15 p.m.</td>
</tr>
<tr>
<td>Humboldt Park Library</td>
<td>1605 North Troy</td>
<td>Third Wednesday</td>
<td>12:00 p.m. - 6:15 p.m.</td>
</tr>
<tr>
<td>Family Focus Lawndale</td>
<td>3517 W Arthington</td>
<td>Fourth Tuesday</td>
<td>8:30 a.m. - 2:45 p.m.</td>
</tr>
<tr>
<td>Legler Library</td>
<td>115 South Pulaski</td>
<td>Fourth Friday</td>
<td>9:00 a.m. - 3:15 p.m.</td>
</tr>
<tr>
<td>Sulzer Library</td>
<td>4455 North Lincoln</td>
<td>Last Thursday</td>
<td>9:00 a.m. - 3:15 p.m.</td>
</tr>
<tr>
<td>Daley Library</td>
<td>3400 So. Halsted</td>
<td>First Friday</td>
<td>9:00 a.m. - 3:00 p.m.</td>
</tr>
<tr>
<td>Salvation Army Midway</td>
<td>5036 W. 47th</td>
<td>First Tuesday</td>
<td>9:00 a.m. - 3:00 p.m.</td>
</tr>
<tr>
<td>Chicago Child Care</td>
<td>5467 South University</td>
<td>Fourth Wednesday</td>
<td>12:00 p.m. - 6:00 p.m.</td>
</tr>
<tr>
<td>Chicago Lawn Library</td>
<td>6120 South Kedzie</td>
<td>Second Friday</td>
<td>9:00 a.m. - 3:00 p.m.</td>
</tr>
<tr>
<td>South Central Community</td>
<td>8545 So. Cottage Grove</td>
<td>Third Tuesday</td>
<td>9:00 a.m. - 3:00 p.m.</td>
</tr>
<tr>
<td>Mt. Greenwood Library</td>
<td>11010 South Kedzie</td>
<td>Third Friday</td>
<td>9:00 a.m. - 3:00 p.m.</td>
</tr>
</tbody>
</table>

* Screenings will not be held on Chicago Public School holidays or during vacations.
The Individuals with Disabilities Education Act (IDEA) and Illinois Administrative Code 226.510 outline the Child Find activities for local school districts. The Illinois Code states specifically:

Each local school district shall be responsible for actively seeking out and identifying all exceptional children in the district who are between the ages of birth and 21 years of age. Procedures developed to fulfill this responsibility shall include but not be limited to:

1. An annual screening of children between the ages of birth and five, to identify those who may need special education programs and related services.

The Office of Specialized Services has established citywide Child Find Teams to comply with the mandates of IDEA and the Illinois Administrative Code. The teams operate out of the Department of Early Childhood Special Education. They provide FREE early childhood developmental screening within the boundaries of the City of Chicago.

The Early Childhood Developmental Screening assesses the cognitive/academic, communication, motor, social/emotional, health and vision and hearing domains. Children achieve a score in one of three categories:

Pass – Child completed the items assessed successfully.
Monitor – Development should be monitored and intervention strategies implemented.
Refer – Further evaluation is warranted to determine the need for specialized intervention programs and/or services.

In an attempt to reach diverse populations of children across the City of Chicago, Child Find teams screen anywhere they may find children birth to six years of age; this includes home and community day care centers, parochial/private schools, social service agencies, WIC clinics, pediatric outpatient clinics, and malls. They also participate in health fairs and other community based activities to increase public awareness and provide early childhood developmental screening.

If you would like more information or to schedule a screening for your preschool or kindergarten students please contact: (phone numbers listed below)

Mary Slowey 773-290-7426 North Team City limits North to Cermak South
Davette Clark-Johnson 773-544-4132 South Team Cermak North to the city limits South
or at the Department of Early Childhood Special Education at 773-553-1900.
TO:    Day Care Director/Principal  
RE:    Chicago Public Schools - Child Find  
       Early Childhood Developmental Screening  

Chicago Public Schools  
Child Find Screening Program  

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             cell (contact number)  

"We can help them, if we can find them"
CPS/Office of Specialized Services
Non-Public IDEA Consultation Meeting
June 16, 2011

Present:
CPS: Adalbert Kouba, Pam Butts, Gretchen Brumley, Ethel Wells, Kimberly Thomas
Affiliates: Faith Caron, Leah Duszynski, Arlene Friedman, Diana Knight, Joanne Planek, Rachel Swain, Sandy Wackenhuth
Special Ed Specialists: Sr. Kim, Bryna Towb, Cheryl Saiki, Alison Hecimovich, Anne Russell, Karen Uselmann, Katherine Siavelis

I. Child Count
Arlene referred to the email she sent on June 6 with specific questions regarding how child count occurs in Illinois and Chicago. OSES had tried to get Andy Eulass from ISBE on a conference call to address those questions so all could hear the same thing at the same time. He was not available for today’s meeting. The suggestion was made to communicate the answers from ISBE via email. Then any concerns or further questions can be discussed. Ethel will do this ASAP.

Specifically, a request was made for verification of the guidelines that imply the following:
• If Child Count includes the number of eligible students in all the domains, doesn’t that mean that every private school student that has been deemed eligible by the LEA should be included in Child Count?
• Children with an IEP or ISP written after the eligibility has been determined are only one part of the Child Count equation.
• A child who is actually serviced by the LEA is also only one part of the Child Count equation.

And then the following questions need clarification:
1. Please clarify the current method being used by CPS in its Child Count reporting to ISBE for proportionate share calculations.
2. Please also clarify if the state is following the process on these calculation guidelines that you just sent or do they just accept a single figure from its LEAs and work with those figures not breaking out the various components.
3. Since the critical deadline each year is December 1st it is also imperative to have this data in a timely fashion for the state’s calculations. What happens to students served and deemed eligible after December 1st each year?
4. Is there any reporting of numbers of “students referred for testing” who do not end up completing the process or who do not ultimately get services?

II. LEA Teams
Ethel described 3 options for the IDEA process:
1) Creation of LEA teams using 3rd party vendors and at least one CPS representative to service various geographical locations.
2) Have a specific site for testing (like the early intervention child find model) – this could also be with certified vendors and a CPS representative.

3) System that is currently in place. – All agreed that this idea was not an option.

A. Composition of LEA teams – if 3rd party vendors will be used, they need to be “highly qualified” according to ISBE regulations. This requires a Type 73 certification. There must also be at least one CPS representative on the LEA team. That CPS representative could be one of the professional team members. OSES will send the group a clear list of the composition of a complete LEA team with the specific qualifications that each team member is required to have. This information will be provided immediately so the affiliates can consider possible team members.

B. How many teams will be created? This is difficult to answer at this time because there is no clear idea of the number of students that need to be evaluated. Also, what will the work load be – if 2 ½ hours is required for a full evaluation, then can only do about 4 evaluations per day. Rosada Najera-Porte, CPS clinical director, asked what is the standardized private school referral process so we know the students referred are “real” potential eligible students for services. Also, what is the RTI process that the private schools use?

OCS has a clear RTI process and referral guidelines. Leah offered to share her documentation with the group re: the OCS RTI process and referral system.

Ethel offered a link to the CPS website so it is clear what CPS is looking for in an eligible student for services.

After much discussion, it was decided that the critical next step is to determine the number of students that will need to be evaluated and from this number to decide on the number of LEA teams that need to be created.

Therefore, by June 30th, each affiliate should send Pam a realistic projected number of students that would need to be evaluated for special ed services in the coming year. This number should be students who within the last 2 years have had a previous RTI process in place and/or previous testing. Also, to be provided is the private school attended by each projected student.

Between June 30th and our next meeting on July 7th – CPS will decide the number of LEA teams needed as well as the number of days required to do the evaluations needed. It will then be decided by the group whether there will be a greater number of teams in early fall to maximize the evaluations processed and then have the number of teams taper off during the school year. Geographical needs will also be decided as a result of the submitted projections.

C. CPS will approve LEA team members. The ideal would be to use vendors that subcontract team members with the appropriate qualifications. If this cannot happen, then CPS is committed to creating the teams that are needed.
D. Responsibilities of the LEA team will be discussed once the teams are created. CPS would like to train the LEA team members since they will need access to the CPS system and will need to clearly understand the process. This training ideally would take place in July. Domain meetings, the evaluation itself, and eligibility meetings would be paid for by CPS. The creation of service plans is paid for by proportionate share dollars. The exact process for how to differentiate the hours spent on service plan creation still needs to be determined.

E. Budgetary and team member payments - At this time there is no extra budget allocation for the above. CPS needs to commit its current resources and redirect funds from its current budget so this can happen. CPS will need to decide on a current rate for payment to the LEA team members/vendors. The Title I rate is not applicable here. The vendor will need to do all of its own administrative work with no payment from CPS. This all has to be figured into the vendor rate for convening an LEA team. A concern was raised that there be consideration of revisiting the payment process next year once the process has occurred so evaluation of these “unknown” decisions made in advance can occur.

III. Beginning the new process
A. When? The hope is to have LEA teams in place by CPS’ Track E calendar – August 8th. If any LEA teams could be put together between July 7th and August 8th that is fine, and those teams could start sooner. Obviously there needs to be a clear communication process in place for private school parents. OSES will create a one page checklist so parents know what needs to be done using the new process.

B. Timely and Meaningful Consultation Meeting – CPS intends to convene this annual meeting two weeks after receipt of the ISBE IDEAbudget.

IV. Provision of Services
A. items to consider – need to look at the proportionate share dollars that are left to spend (after service plan charges are deducted)
B. Might decide to do some group “servicing” to maximize the dollars spent
C. Private schools do not need to limit the services to speech and LD – they can choose from any of the domains but the dollars are limited.

V. Next meeting: Thursday, July 7, 2011 from 10 am – 12 noon at CPS – room TBD
A. Items in IV above to be discussed as well as the document sent by Arlene in May outlining this part of process as well as preliminary work that needs to be in place for purchase order creation and record keeping/reporting.

The meeting was adjourned at 12:00 p.m.
Deadlines/deliverables at this time:
ISBE answers to questions re: Child Count process (OSES-Ethel Wells) – ASAP
List of the composition of a complete LEA team with the specific qualifications that each team member is required to have (OSES) – ASAP
OCS RTI process and referral guidelines (Leah) – by July 7
Link to CPS website explaining what CPS requires in an eligible student (OSES-Ethel Wells) – ASAP
Projected number of private school students to be evaluated (Each affiliate) – by June 30
Decision re: number of LEA teams and hours of evaluations needed, geography (OSES) – by July 7
Creation of the actual teams - between July 7 and August 8
LEA Team payment considerations - between July 7 and August 8
Training of LEA teams – end of July
One page checklist for parents – OSES, between July 7 and August 8
TMC meeting – 2 weeks after receipt of ISBE IDEA budget

CPS/Office of Specialized Services
Non-Public IDEA Consultation Meeting

July 7 Meeting Agenda

I. Outstanding Items
A. Decision re: number and location of LEA teams
B. Decision re: hours needed for LEA teams to provide evaluations
C. Plan for creation of the LEA teams by August 8
D. Plan for LEA Team payment considerations
E. Plan for training of LEA Teams
F. Plan for one-page checklist for parents

II. Provision of Services
A. Creation of list of eligible students to be served
B. Decisions as to which services will be provided to each student
C. How is it determined who gets serviced and who is on a wait list?
D. Purchase Order creation – process?
E. Start of actual service provision – where?
F. Invoicing and payment
G. Reporting

III. Issues still to be determined:
A. Transportation of students – not applicable?
B. What about the current process with the LEA – is that being replaced with the above?
C. Documentation of student progress?
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| 10:00 AM | CPS-SHEF (Newstam) | LEARNING SPECIEST |  |
| 10:00 AM | CPS-SHEF | PRINCIPAL |  |
| 10:00 AM | CPS-SHEF | ASSOC PRINCIPAL |  |
| 10:00 AM | CPS-SHEF | ASSOC PRINCIPAL |  |
| 10:00 AM | CPS-SHEF | ASSOC PRINCIPAL |  |

**SIGN-IN SHEET**

10:00 AM

Thursday, June 15, 2011

CPS Board Chambers
Office of Chicago Public Schools Management & Administration
Chicago Public Schools

**DEA MEETING**
CPS/Office of Specialized Services  
Non-Public IDEA Consultation Meeting  
July 7, 2011

Present:
CPS: Adalbert Kouba, Pam Butts, Ethel Wells, Kimberly Thomas, Heather Wendell  
Affiliates: Faith Caron, Leah Duszynski, Arlene Friedman, Rachel Swain, Sandy Wackenhuth  
Special Ed Specialists: Cheryl Saiki, Alison Hecimovich, Anne Russell, Karen Uselmann, Katherine Stavelis  
Absent: Gretchen Brumley, Joanne Planek

I. Follow-up item from the last meeting
A. ISBE answers to questions re: Child Count process (OSES-Ethel Wells)
   Ethel has sent emails to Andy Eulass from ISBE but has not been successful in receiving answers to the questions regarding child count. Andy Eulass suggested that Ethel ask the questions of Luis Rodriguez at CPS. So Ethel is working on this.
   Arlene Friedman mentioned that some of the questions are specific to ISBE and not CPS. That makes it seem curious that ISBE will not provide answers to the questions applicable to ISBE.

Specifically, a request was made for verification of the guidelines that imply the following:
- If Child Count includes the number of eligible students in all the domains, doesn’t that mean that every private school student that has been deemed eligible by the LEA should be included in Child Count?
- Children with an IEP or ISP written after the eligibility has been determined are only one part of the Child Count equation.
- A child who is actually serviced by the LEA is also only one part of the Child Count equation.

And then the following questions need clarification:
1. Please clarify the current method being used by CPS in its Child Count reporting to ISBE for proportionate share calculations.
2. Please also clarify if the state is following the process on these calculation guidelines that you just sent or do they just accept a single figure from its LEAs and work with those figures not breaking out the various components.
3. Since the critical deadline each year is December 1st it is also imperative to have this data in a timely fashion for the state’s calculations. What happens to students served and deemed eligible after December 1st each year?
4. Is there any reporting of numbers of “students referred for testing” who do not end up completing the process or who do not ultimately get services?

II. LEA Teams
A. Private school special ed count approximation – Based on the numbers submitted by the private school affiliates, there appear to be potentially 2864 special ed students
in private schools that will need to be evaluated by LEA teams. Based on the CPS current system of 4 complete evaluations per day, and 170 days in the 2011-2012 year, 680 evaluations can be completed per LEA team. To take care of the bulk of private school special ed students, CPS is thinking of establishing 4 LEA teams for the evaluation of private school special ed students.

In theory, evaluations can start in August and by October, 50 CPS days of evaluations can occur x 4 per day = 200 x 4 teams = 800 total evaluations in the early fall. The suggestion was made that those students who would clearly have all the required documentation in the beginning of the school year should be evaluated first.

The complete evaluation hopefully will create the service plan as well. If a service plan needs to contain more complicated goals, they can be dealt with on a case by case basis locally within the deadlines of special ed. By the same token, service plans that just deal with speech services are easier to write and will take less time.

Ethel will confer with the director of clinicians to determine how payments will be calculated for LEA team members and for determining when the service plan clock starts ticking. CPS dollars pay for the work of the LEA team up until the service plan is written. The writing of the service plan is paid for by proportionate share dollars. The exact process for how to differentiate the hours spent on service plan creation still needs to be determined.

B. Composition of LEA teams – OSES has already forwarded a clear list of the composition of a complete LEA team with the specific qualifications that each team member is required to have. Pam actually sent a corrected list right after the meeting to include the classroom teacher.

C. What criteria will be needed when a student comes to be evaluated? The group has seen various forms and processes over the last few months. It was suggested that Ethel take the “Learning Environment Screening Form” from the CPS website as well as “Section 7 from the CPS IEP form” and create a composite checklist/form so private school professionals are clear as to what a child needs to bring to an evaluation by the LEA team. Ethel might also forward forms that private school personnel cannot pull off of the CPS website. Leah Duszynski has also forwarded to the group previously the OCS process and criteria.

D. What assessments will CPS accept at the LEA team meeting? Ethel will check with the director of clinicians re: the assessments and forms that CPS requires or accepts.

E. Geographical locations of the 4 LEA teams will be determined by OSES after an analysis of the submitted projections of students to be evaluated.

F. Actual creation of the LEA teams: The critical question to be answered by Monday July 11th is whether the private schools intend to create LEA teams. Specifically,
United Stands and ELAN will be asked if they intend to form LEA teams and if so, how many. It is OK for the vendors to subcontract team members with the appropriate qualifications. If this cannot happen, then CPS is committed to creating the teams that are needed. Ultimately, CPS will approve LEA team members. Wherever an LEA team ends up being located (e.g. North side), the team needs to service students from all affiliations in that geographic location.

If United Stands and ELAN do choose to create LEA teams, they will need to submit a proposal to CPS with their rate for services. Pam and Gretchen will meet to discuss the process that will need to occur.

G. LEA team training still will need to occur once the LEA teams are chosen.

III. Provision of Services
   A. items to consider –
      1. Need to look at the proportionate share dollars that are left to spend (after service plan charges are deducted)
      2. Might decide to do some group “servicing” to maximize the dollars spent
      3. Private schools do not need to limit the services to speech and LD – they can choose from any of the domains but the dollars are limited. Students need to be ranked according to need. Question was asked if an aide to a special ed child can be funded by proportionate share dollars as a “service”. Ethel will check into this.
   B. Creation of list of eligible students – hopefully the evaluation process and LEA team results will be a part of the OSES computerized system. This will keep track of the students, the evaluation results, the private school and affiliation for budgeting and for allowable services.
   C. Purchase order creation – this should be similar to other NCLB titles. The hope is to open up larger purchase orders for multiple students to be serviced by a particular vendor. Pam will check with Gretchen re: provision of the services by approved CPS vendors in addition to those on the OSES special ed vendor list.

IV. Next steps:
Pam asked the affiliates to create a document that describes what they would envision in the new process from start to finish. Because a meeting date could not be agreed upon that would be timely for all, it was decided that each affiliate would write up this process in a narrative or bulleted list. Arlene volunteered to collate each of the documents into one master document. All documents from the affiliates should be emailed to Arlene by Friday, July 15th. Arlene will email the composite document to Pam and the group by July 22nd.

V. Next meeting: Thursday, August 4, 2011 from 10 am – 12 noon at CPS – 13th floor large conference room – Clark side

The meeting was adjourned at 12:15 p.m.
Status of Deadlines/deliverables at this time:
1. ISBE answers to questions re: Child Count process (OSESEthel Wells) – These questions are to be now asked of Luis Rodriguez of CPS.
2. OCS RTI process and referral guidelines (Leah) – done earlier in a May email
3. Creation of a composite checklist/form so private school professionals are clear as to what a child needs to bring to an evaluation by the LEA team. (It was suggested that Ethel take the “Learning Environment Screening Form” from the CPS website as well as “Section 7 from the CPS IEP form” and work from these) (OSESEthel Wells) (ASAP)
4. LEA Team payment/employee status considerations – Ethel will check on this – July
5. List of assessments that CPS will accept during the evaluation - (OSESEthel Wells) (ASAP)
6. Analysis of the geographic locations where LEA teams will need to be located – (OSESEthel Wells) July
7. Creation of the official proposal process needed for vendors to create an LEA team plus discussion re: which vendors can actually provide services to the eligible special ed students (OSESGretchen Brumley and Pam Butts - Grants Management)
8. Creation of a narrative/bulleted list envisioning the new process from start to finish – Private school affiliates by July 22nd
9. Creation of the actual teams – early August
10. Training of LEA teams – early August
11. One page checklist for criteria to evaluate a child/list of assessments acceptable to CPS
12. TMC meeting – 2 weeks after receipt of ISBE IDEA budget

CPS/Office of Specialized Services
Non-Public IDEA Consultation Meeting

August 4 Meeting Agenda

I. Outstanding Items
   A. Plan for creation of the LEA teams by August 8 with geographic locations
   B. Plan for LEA Team payment considerations
   C. Plan for training of LEA Teams
   D. One page checklist for criteria to evaluate a child/list of assessments acceptable to CPS
   E. One-page checklist for parents re: the new process

II. Provision of Services
   A. Creation of list of eligible students to be served
   B. Decisions as to which services will be provided to each student and by which vendors
   C. How is it determined who gets serviced and who is on a wait list?
   D. Purchase Order creation – process?
   E. Start of actual service provision – where?
   F. Invoicing and payment
   G. Reporting

III. Issues still to be determined:
   A. Transportation of students – not applicable?
   B. What about the current process with the LEA – is that being replaced with the above?
   C. Documentation of student progress?
# IDEA MEETING

**Chicago Public Schools**  
Office of Management and Budget  
OMB Large Conference Room  
Thursday, July 8, 2011  
10:00 am - 12:00 noon

## SIGN-IN SHEET

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<td>1.</td>
<td>Automobile</td>
<td>GNT Programs Affiliate Rep.</td>
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<td>2.</td>
<td>Rachel Swain</td>
<td>Fnd. Funded Programs Consult.</td>
<td>Office of Catholic Schools</td>
<td>10 a.m.</td>
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<td>3.</td>
<td>Kathleen Driscoll</td>
<td>Teacher Training Specialist</td>
<td>New York Montessori School</td>
<td>10 a.m.</td>
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<td>4.</td>
<td>Father Canon</td>
<td>Affiliate Rep.</td>
<td>Independent Schools</td>
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<td>5.</td>
<td>Jon Rosenbloom</td>
<td>Head of Intermediate &amp; Middle</td>
<td>Francis W. Parker</td>
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<td>Mary Anne Monley</td>
<td>Head of Lower School</td>
<td>Francis Parker</td>
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<td>Nancy Raymond</td>
<td>Affiliate Rep.</td>
<td>Lutheran Schools</td>
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<td>Cheryl Scaife</td>
<td>L.D. Director</td>
<td>Pilgrim Lutheran Schools</td>
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<td>Karen Jacobson</td>
<td>School Counselor</td>
<td>Catherine Cook</td>
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<td>Allison Heimlich</td>
<td>Learning Specialist</td>
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<td>12.</td>
<td>Anne Russey</td>
<td>Learning Specialist</td>
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<td>L. Kukla</td>
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<td>P. Smith</td>
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CPS/Office of Special Education & Supports  
Non-Public IDEA Consultation Meeting  
August 4, 2011

Present:
CPS: Pam Butts, Tanya Garnett (GMA-Analyst), Ethel Wells, Kimberly Thomas  
Affiliates: Leah Duszynski, Arlene Friedman, Sandy Wackenhuth  
Special Ed Specialists: Jeffrey Howell (Lutheran Schools), Susan Lewis (Lutheran Schools), Arlene Redmond (OCS), Cheryl Saiki (Lutheran Schools)  
Absent: Gretchen Brumley, Faith Caron, Adalbert Kouba, Joanne Planek, Rachel Swain, Heather Wendell

I. Follow-up items from the last meeting
A. Deliverables:
Ethel Wells distributed the following documents and provided explanations where needed:
1. An RtI Glossary of terms
2. An RtI School Process Map based on the link Ethel sent previously from the Office of Teaching and Learning website to explain the 8 components of the RtI Framework on the school level
3. A list of Reading and Math assessments that CPS accepts
4. Private School Procedural Guidelines (draft) document that explains the key components of what CPS expects in Tier I, Tier II, and Tier III Interventions. Though private schools can utilize their own RtI process, these guidelines should be in any private school intervention plan where RtI is warranted.
5. A student portfolio rubric/checklist for the items that would be needed for Tier I, Tier II, and Tier III evaluation.
6. A flow chart for the current process for referral for an initial evaluation at CPS (2010-2011) for reference.
7. A diagrammatic scheme for maneuvering the special education process as applied to parentally placed private school/home schooled students (revised 10-14-10)
8. Frequently asked questions about special education eligibility and entitlement within a response to intervention framework from the ISBE website (March 2010 document)

Ethel will send the above documents in electronic form to the group. Ethel will also send a sample of the letter sent to parents of prospective special ed students. Ultimately, a clear one page document will be created to describe the new process to be followed.

Discussion of the above documents yielded the following comments:
FIE = full and individual evaluation
An ID# is required for a student to be put into the OSES system. Until now, that was accomplished at the public school by registering a private school student as a non-attending student. It is the hope of the group’s vision that this will no longer be
necessary and that the CPS representative on the LEA team will be able to access the CPS website at the LEA team meeting to create these requirements online. The LEA team in general will have access to computers and will have passwords to access the CPS OSES eligibility computerized system.

For affiliate schools without formal special ed screeners, there are some assessments that are free. OCS uses Easy CBM which is free and there are DIBELS downloads that are free as well.

Progress monitoring can be documented using Excel or chartdog.com (free website tool)

The RtI process is not required for Speech and Language, hearing impaired or cognitively delayed issues.

Each affiliate will need an LEA team facilitator (equivalent to the previous CPS case-manager) to coordinate evaluation appointments of students, parent contact by school, ensure that all required paperwork is present, and coordinate follow-up by the school principal/special ed official. There was concern that the affiliates really do not have such personnel readily available. There was also concern that the person would not be paid for these services unless they were a paid member of the LEA team as well. Pam mentioned that this would be discussed with Gretchen and Rosaba and hopefully a solution could be worked out. Leah felt that the LEA facilitators would need a training session to clarify the expectations of their role.

B. ISBE answers to questions re: Child Count process (OSES-Ethel Wells)

Ethel did speak with Andy Eulass from ISBE and clarified the following issues re:

Child Count:

- If Child Count includes the number of eligible students in all the domains, doesn't that mean that every private school student that has been deemed eligible by the LEA should be included in Child Count? The answer to this is YES.

- Children with an IEP or ISP written after the eligibility has been determined are only one part of the Child Count equation. Andy mentioned that Eligibility is the only factor in the Child Count equation.

- A child who is actually serviced by the LEA is also only one part of the Child Count equation. Based on the above, it would appear that ALL eligible students whether they are serviced or not, should be counted.

- Since the critical deadline each year is December 1st it is also imperative to have this data in a timely fashion for the state’s calculations. What happens to students served and deemed eligible after December 1st each year? They will be counted in the eligibility count for the subsequent year.

Arlene Friedman mentioned that the following questions were still unanswered and were based on the document sent by ISBE at the beginning of June describing the mathematical formula for calculation of proportionate share. They still require clarification:

1. Please clarify the current method being used by CPS in its Child Count reporting to ISBE for proportionate share calculations.
2. Please also clarify if the state is following the process on these calculation guidelines that were sent or does the state just accept a single figure from its LEAs and work with those figures not breaking out the various components.

3. Is there any reporting of numbers of “students referred for testing” who do not end up completing the process or who do not ultimately get services?

Arlene will email these questions to Ethel and Ethel will speak with Andy Eulass again re: these remaining questions.

II. LEA Teams
A. CPS is currently working with United Stand to create 2 LEA teams. The remaining 2 teams will be provided by CPS. Any training is really not necessary since United Stand and CPS are in discussion about expectations and the CPS teams will know what is expected of them.
B. Budgetary items are already under discussion with United Stand.

III. Provision of Services
A. Affiliates still need to create a list of acceptable IDEA services to be provided via PO. Pam and Ethel created a tentative list to include: Speech and language, academic counseling, learning disabilities, spectrum, assistive technology, OT/PT, hearing impaired, other health impaired.

B. Creation of list of eligible students – The evaluation process and LEA team results will be a part of the OSES computerized system. This will keep track of the students, the evaluation results, the private school and affiliation for budgeting and for allowable services.

1. Leah mentioned that as long as a child has an ISP, one can order materials for use by that child as an appropriate intervention. Cheryl asked about providing an aide to a special ed child to be funded by proportionate share dollars as a “service”. This would be similar to a “misc employee” – the person would have to go through the CPS hiring process and submit time sheets every 2 weeks. Pam will check into this. Arlene asked about providing an itinerant teacher (to instruct other teachers how to work with the needs of the eligible child). This could occur based on the vendor list.

C. Purchase order creation – Who initiates the PO creation? It was felt that the school principal or principal’s special ed designee would initiate the process by talking to the vendor they intend to use for services. The vendor would then schedule the service based on conversation with the principal/special ed designee and the ISP prescription. The vendor will create the PO including a statement of work and submit to CPS via the affiliate. The PO will be approved within 10 business days and services cannot be started without a PO number. This should be similar to other NCLB titles. The hope is to open up larger but realistic purchase orders for multiple students to be serviced by a particular vendor. All purchase orders are dependent on available funds. ISPs should clearly state that service provision is dependent on available IDEA funds.

D. Vendor selection – The suggestion was made to create an IDEA Program Design form similar to Title I. That way a school could decide on a particular vendor for a
particular type of service and this would be clear to all involved. Vendors can come from the OSES approved vendor list, the CPS Board Report List, or the CPS Title I vendor list assuming those vendors have written a proposal to CPS listing the services they can provide and what the consistent rate would be for those services. Vendors can subcontract appropriately credentialed professionals to provide the IDEA services. Vendors will be paid 30 days after the submission of invoices.

E. Services will be provided in the private school or on a site as approved by the vendor.

F. Transportation dollars using proportionate share have been eliminated.

G. Private School students will still have the option of services at the local public school if that is their preference. This option has not been eliminated.

H. Budget reports per affiliate will be provided on an ongoing basis to keep track of available IDEA dollars.

I. IDEA dollars will be available by September. Affiliates are encouraged to start evaluations with those students who have their paperwork in place and for those students most needy for services. At this time, services will be provided on a first-come first served basis.

IV. Next steps:
There will be a meeting before the annual timely and meaningful consultation meeting to give an overview of the new process and tie up current loose ends.

The annual TMC meeting will take place Thursday, August 25 – time and place TBD.

V. Next meeting: Monday, August 22, 2011 from 1 pm – 3 pm at CPS – location TBD

The meeting was adjourned at 12:15 p.m.
Status of Deadlines/deliverables at this time:
1. ISBE answers to remaining questions re: Proportionate Share calculations (OSES-Ethel Wells)
2. Electronic set of documents from Aug 4th meeting (OSES- Ethel Wells) - ASAP
3. Creation of the actual LEA teams – in progress
4. LEA Team payment/employee status considerations – in progress
5. Analysis of the geographic locations where LEA teams will need to be located – (OSES) – in progress
6. Creation of a narrative/bulleted list envisioning the new process from start to finish – currently being reviewed by OSES
7. One page checklist/sample letter for parents – (OSES-Ethel Wells) + CPS can provide their sample. Ultimately, a clear one page document will be created to describe the new process to be followed.
8. Pam to check on the procedure for a “one-on-one aide” for a special ed student using proportionate share dollars
9. TMC meeting – Thursday, August 25, 2011  Place and time TBD

CPS/Office of Special Education and Supports
Non-Public IDEA Consultation Meeting

August 22 Meeting Agenda

I. Outstanding Items
   A. LEA teams and their geographic locations
   B. One-page checklist for parents re: the new process
   C. LEA Team Facilitator – expectations and suggestions re: compensation; training
   D. Pam to provide updated IDEA allocation list per affiliate

II. Overview of Process - OSES

III. Issues still to be determined:
   A. Documentation of student progress
# IDEA MEETING

Chicago Public Schools

Office of Finance  
Finance Large Conference Room - 14th Floor

Thursday, August 4, 2011  
10:00 am - 12:00 noon

## SIGN-IN SHEET

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<td>Affiliate Representative</td>
<td>Lutheran Schools</td>
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<td>2. Jeffrey Howard</td>
<td>Special Ed. St. Anselm Lutheran</td>
<td>Lutheran Schools</td>
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<td>3. Susan L. Lewis</td>
<td>Special Ed. Specialist</td>
<td>Lutheran Schools LSEM</td>
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<td>4. Arlene Friedman</td>
<td>Affiliate Representative</td>
<td>Assoc. Thru U TOBEIS</td>
<td>9:50</td>
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<td>5. Arlene Redmond</td>
<td>Special Ed. Children's Home</td>
<td>Archbishop of Chicago</td>
<td>10:00</td>
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<tr>
<td>7. Cheryl Saiki</td>
<td>Special Ed. Director</td>
<td>Pilgrim Lutheran</td>
<td>10:05</td>
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<td>8. Lynda Thomas</td>
<td>Deputy - GPA</td>
<td>CPS</td>
<td>10:07</td>
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<td>9. Saya Garrett</td>
<td>Deputy - SMA</td>
<td>CPS</td>
<td>10:07</td>
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<td>10. Pam Buettis</td>
<td>Manager</td>
<td>CPS</td>
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Present:
CPS: Pam Butts, Karl Ross (GMA), Ethel Wells
Affiliates: Leah Duszynski, Arlene Friedman, Joanne Planek
Special Ed Specialists: Jeffrey Howell (Lutheran Schools), Arlene Redmond (OCS), Cheryl Saiki (Lutheran Schools)
Absent: Gretchen Brumley, Faith Caron, Adalbert Kouba, Rachel Swain, Kimberly Thomas, ,
    Sandy Wackenhuth, Heather Wendell

Ethel is making plans to invite private schools and the affiliates to the annual “IDEA Timely and Meaningful Consulting” meeting. This meeting will be scheduled for September 8 or 9, 2011. The meeting could not be held on August 25th as planned because the official ISBE IDEA allocation has not been released (Release is scheduled for the end of August). The affiliates questioned why the TMC meeting had to be postponed since there is more than ample carryover of IDEA funds to convene the meeting. In fact, in the suburbs the TMC meeting is held in early summer and even as early as March with the caveat that services depend on available funding. Ethel intends to send email invitations as well as certified letters. Pam has provided her with a list of about 232 private schools. Dr. Planek will check into how to contact homeschoolers.

Another reason for the TMC meeting delay is that the private school process has not been officially approved by OSES. Thus, the documents that would have been distributed are not ready at this time. This was a disappointment to the group and very little could be discussed at today’s meeting as a result.

Agenda items for this meeting were quickly reviewed:
I. Outstanding Items
   A. LEA teams and their geographic locations – at this time there is only one LEA team that will be ready under the auspices of United Stand. It will be located at St. Nicholas on 62nd and Lawndale. The goal is to have 2 LEA teams ready as soon as possible with the second team being located on the north side.

   There have been issues getting ID numbers – though a private school student will not have to enroll as a non-attending student at their local public school, there still is a need to get into the CPS computerized system to generate the private school student ID numbers. At this time, this is happening once a week on Thursdays. CPS is working on creating a program to allow access to the LEA teams and to generate ID numbers more than one day a week.

   There was also a need to create a user-friendly form that included all the information needed for the initial process of enrolling a private school student. This has been accomplished but took time.
Another issue was identifying the CPS district representative to be on the LEA team. Currently, the only district reps work during the school day so they would only be available after school hours. Obviously, this is unacceptable. CPS is committed to providing 2 district representatives for each of the 2 teams and these representatives will be available during the school day. This still needs to be implemented.

There were numerous additional stumbling blocks that required approval from Gretchen Brumley but she was not available during the process. This needs to be corrected so the process can move forward.

B. One-page checklist for parents re: the new process – Though Ethel has been working on various drafts, this document is not ready. Again, Gretchen needs to approve the process which then can be put on paper.

Ultimately, Ethel will create 3 documents:
1) A complete overview of the new private school IDEA referral, eligibility/evaluation, and service processes which would be distributed to principals, special ed personnel, and the affiliates
2) The original document traditionally distributed at the annual TMC meeting with revisions to reflect the changes in the new processes
3) A one-page sheet that applies to parents only with key instructions for what is needed on their part (the current parent one-page document that CPS uses is not applicable to private school parents)

Before Ethel can send these documents for comments by private school affiliates, Gretchen needs to approve them. This has not happened. Once the documents have been approved, Ethel will forward them to Pam who will forward them to the affiliates for comments.

C. LEA Team Facilitator – expectations and suggestions re: compensation; training
This is still an issue because private schools do not have personnel who will do this job at no compensation. Three options are possible:
1) If the school special ed teacher is on the LEA team, he/she can be compensated for the work on the LEA team. Thus, the additional role of making an LEA team appointment and ensuring that the paperwork is in order is not out of line.
2) Can a CPS case manager be identified who would have the sole responsibility of servicing private school students? This case manager would be paid by CPS and thus compensated. The case manager would serve as the person described in the private school vision as “LEA Team Facilitator”.
3) The person to undertake this role on the school level would be the principal or special ed teacher designee.
These ideas have to be discussed with Gretchen and a decision needs to be made.

D. Pam to provide updated IDEA allocation list per affiliate – since the allocation is still in draft form, Pam cannot do this at this time.

II. Overview of Process – OSES
Nothing new could be discussed here because the vision of the process submitted by the private school affiliates has still not been reviewed and approved by Gretchen. This is a top priority to move the process forward.

The following questions did come up which need to be addressed by Gretchen:

1) What is the difference in terminology for “certified in”, “endorsed”, and “approved”? This information is important for determining who is credentialed appropriately for the LEA teams.
2) If a student already has a CPS ID number and an ISP, with a March signed parent consent form, can that student be serviced at this time?
3) What happens to students with IEPs who transfer from a CPS school to a private school?
4) What about a student whose parent has a current ISP in hand – does this student have to wait for the TMC meeting in order for services to start? Is the IDEA money available now?
5) What about a 3 year old deaf student who is now in private school – who was identified in the child find screening – can this student receive services now in the private school? (this student had previously received services from CPS)
6) Will proportionate share cover the costs of sign language interpreters?
7) Will proportionate share cover the costs of a “one-on-one aide” for a special ed student?
8) Clarity needs to occur for when a service plan ends and when it begins. This would also tie into questions re: yearly updates.

III. Issues still to be determined: (Could not be discussed but stay on the agenda for a later discussion)
   A. Documentation of student progress
   B. Creation of a special ed Program Design form for services
      (Currently, the PO process requires a Purchase Order and a Statement of Work)

IV. Deliverables:
   Ethel will send two of the documents from the last meeting in electronic form to the group. This will be able to be adapted for individual affiliate groups.

   ISBE answers to questions re: Child Count process (OSES-Ethel Wells) – from the documents forwarded by Pam with draft IDEA allocations, it is obvious that the total private school enrollment is part of the equation. Clarification is still needed as to the current method being used by CPS in its Child Count reporting to ISBE for proportionate share calculations.

   At the October principals meeting, Ethel will explain the importance of RtI and curriculum correlation.

   The rest of the deliverables on the list could not be discussed because they are not ready.

The meeting was adjourned at 3:00 p.m.
# IDEA MEETING

**Chicago Public Schools**

**Office of Finance**
**OMB Large Conference Room – 13th Floor**

Monday, August 22, 2011
1:00 pm – 3:00 pm

## SIGN-IN SHEET

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<tr>
<td>Jim Beiks</td>
<td>MGR</td>
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<td>Jeanne Kramer</td>
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<td>Aurene Redmond</td>
<td>Dir. of Special Ed.</td>
<td>Catholic - OCS</td>
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<td>Valerie Jordan</td>
<td>AFFILIATE EDI</td>
<td>ASOC - TRU DOW 7089 HS</td>
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<td>Karl Reis</td>
<td>Sr. Sp. Asst. Budget</td>
<td>CBS</td>
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<td>Cheryl Saiki</td>
<td>LD Director</td>
<td>Pilgrim Lutheran School</td>
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<td>Ethe J. Wells</td>
<td>OGES</td>
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Private School Representative Meeting
November 17, 2011

Present:
Representatives: Faith Caron, Leah Duszynski, Arlene Friedman, Dr. Mary Kearney, Shira Kroll, Dr. Joanne Planek, Rachel Swain, Sandy Wackenhuth
CPS: Pam Butts, Ethel Wells

I. Review of Minutes October 18, 2011
Page 4 – first line: add the word “be” - “the above are to be submitted with...”
Page 5: 2nd paragraph: add the word “name” - “To be sure, the service plan should be attached with student name and id#.”
Page 5: 4th paragraph - “a” should be “an” - “All affiliates will be copied on an email clarification about this.”
The minutes were approved as corrected.

II. REMS Grant –
This item is being removed from the minutes from this month and on. There is no information about this program.

III. CPS Restructuring Follow-up
CPS took two people out of Grants Management and added two from the other budget office. Lizzette Rodriguez, Lilia Chavez - will be helping Grants Management out. Gladys has been training them and Sandy. Sandy is only at OCS for one day per week and she is doing Title I. In addition, a bucket is open for Duretta to complete her outstanding paperwork. This is the liquidation period for FY 2011.

Hiring for new positions and relocating decisions are still being finalized.

At the meeting with Ginger last month, it was suggested to revisit the progress of the situation in 3 months and having a conversation again. The affiliates intend to keep this in mind for the January or February 2012 agenda.

IV. Law Issue with a Title I Vendor
Pam was called to the CPS legal department regarding problems with the vendor MPI - Management Planning Institute. The issue was a number of accusations including embezzlement allegations. As a result Pam had to ensure that there is no interruption of services for the Title I schools that MPI serviced. A replacement vendor was chosen, i.e. DMDL -Discover Music Discover Live. There will be no rate changes for the replacement vendor. The transition will be seamless.

V. RFP for Title I Vendors
The RFP is coming out for Title I vendors. The hope is that this will be completed by April/May 2012 so the RFP can be put into place by July.
One of the things to be looked at is “rates” and how that should look. Any ideas should be forwarded to Pam.

For example, the range of payments for vendors is quite varied:

- Instructional Range $6-$60
- AC range is $20-$75
- PD range is $25-$100
- PI range $10-$63

Arlene reminded the group that the number of services that a vendor provides should not garner extra points for the vendor in the acceptance process.

The question was raised whether there would be a limit to the number of Title I vendors ultimately chosen to provide services to private school students.

Joanne felt that there should be some evaluation of performance: the efficacy of the vendor programs as well as a measure of principal and parent satisfaction.

A discussion occurred about Title I program evaluation. Faith felt that a 3 year evaluation of performance would be more helpful than just a single year. Pam noted that the technology for the evaluation process is in place and CPS is committed to providing this evaluation.

Again, any ideas, suggestions, or concerns regarding the new RFP and its process should be forwarded to Pam.

VI. New Waiver Guidelines

ESEA does not permit the equitable participation of private school students to be waived. When through the waiver authority, funds are freed up that had previously been used for required set asides, it is important that the needs of the private school students be considered in the determination of the new use of those funds. Thus, if a state requests a waiver and Title I funds that are waivered were denied to private school students (e.g. SES, etc.) then when the waiver occurs and the funds go back into the big pot, private school students are entitled to their equitable share of the funds. Also, consultation taking into account the needs of private school students needs to occur prior to the district making any final decisions about the use of these funds.

VII. 21st Century Learning Centers Grant has been awarded

This is good news. Pam distributed information from the CPS Community Schools Initiative that received funding. The information included the private schools that will be affected. Affiliates will be copied on any communications with the affected private schools.

VIII. Title II and III Program Update/Other

Title IIA:
A question was asked regarding reimbursement for conference attendance. Mileage is reimbursed at 51 cents per mile. Either mileage or gas is to be reimbursed if one drives their own car and the mileage is from the school to the conference. The driving reimbursement charges should be “reasonable and necessary.” If the charges exceed airfare, then they may be refused by CPS for reimbursement.

Vendor applications are to be submitted to Pam. They are being processed in a timely manner.

**Title III:**
Allocation has still not been received.

New parameters for eligibility for services:
Students who score below the composite of 4.8 OR a 4.2 composite literacy (reading/writing).

Currently affiliates just send in the composite score on the WAPT testing. CPS will calculate the composite literacy component. This gives students another parameter to qualify for services. Pam will send the revisions to the affiliates.

**Leadership Grant:**
The new grant will be $50,000 and Pam has reloaded the dollars with the proper percentages from the ISBE-approved IIA counts. Pam will send the breakdown to the affiliates.

IX. **Title I Updates – Pam Butts**
The allocation is being revised. Pam will forward information as it becomes available.

Revisions to Title I needs assessment form:
Pam is working on these changes and will send the document to the affiliates for comments before sending to the principals. Pam will pull out the PI and PD components. Instruction and academic counseling component will be revised separately.

Program Evaluation:
Pam has come up with program evaluation measurements and will send information to the affiliates for review. If there are any schools of concern to the affiliates please let Pam know.

From Feb 2010 consultation meeting minutes: The definition of student achievement has been sent to the affiliates. Student achievement is a “gain of more than 0 to 4 NCEs.”

Parent Involvement orders –
School Specialty was supposed to send age/grade appropriate kits. This did not happen – the vendor is supposed to resend the items correctly.
Chicago School Supply: New Path Learning Orders – mastery kits for the various subjects and grade levels to be used with parents. In some cases, high schools were sent elementary school boxes. This will be corrected as well. Pam will check into this.

X. **IDEA Update:** Ethel Wells, OSES

Arlene had sent an email as a result of the IMPACT training session and Ethel forwarded the questions in the email to the parties involved.

Questions 1 and 2: There was a question regarding some omissions in the drop down list of services. Ethel believes that the Reading Specialist and Counseling will be in the final drop down list. Any individual that will be providing services to private school students must have their credentials. Speech therapist, nurse, social work vendors will have to have Type 73 credentials in addition to their other certifications. All other vendors must be certified in their specialty. Ethel will read the guidelines and check about certification requirements applicable to private school students.

Question 3 – no answer. All the affiliates reiterated the concern with the single affiliate logon to Impact. Specifically, there is a lack of privacy regarding the single affiliate logon to IMPACT. All students from all schools can be viewed by everyone in the affiliate. In addition, the fact that a form can still be edited if not yet finalized can be problematical if viewed by someone who would view it who is not from the child’s school.

Question 4: Proof of address looks like it could be removed as a requirement for referral.

Question 5: still need a cover letter even through this is not reference on either form.

Question 6: Id number will be placed in a box at the bottom “for office use”.

The enrollment forms are still not in final legal form. Hopefully the finalized enrollment forms will be available tomorrow or by next week.

**Reports:**

Could the affiliates receive a report of referred students?

In conversation, it became clear that the numerous enrollment referrals that have been made by the affiliates in the last month, are sitting in a pile and not being processed even to create student id numbers.

Gene Mckeown is sitting at the proportionate share table now because of her role in the instruction. Affiliates asked to meet her.
Mary Kearney mentioned that OCS has many students without birth certificates since they are refugees. Ethel suggested that they be put under the homeless category.

Leah mentioned that 3 professionals from CPS who helped with the LEA teams have still not been paid for their work evaluating Catholic students. In addition, one CPS employee was scrutinized and intimidated for her work with the LEA team even though she had been given permission to work with the LEA team.

XI. Federal Monitoring Visit – December 2011
There will be a federal monitoring visit for the NCLB Title I program in FY12. The 2 schools chosen are:
   OCS: Our Lady of Grace
   and Christian Schools: Salem Christian

XII. The Next Meeting:
   December 15, 2011 at 9:30 am in GMA Conference Room, 13th floor (Adams)

XIII. Adjournment – The meeting was adjourned at 12:30 pm.
### Private Schools Monthly Consultation Meeting

**Chicago Public Schools**
Office of Grants Management & Administration
GMA Conference Room – 13th Floor/Adams

**Thursday, November 17, 2011**
9:30 am – 11:00 am

#### SIGN-IN SHEET

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<tr>
<td>1. Silvia Koll</td>
<td>Gov program</td>
<td>Associated Torah Tours</td>
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<td>3. Samantha</td>
<td>Affiliate Representative</td>
<td>Little Saints</td>
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<td>4. Susan Carr</td>
<td>Affiliate Representative</td>
<td>Independent Schools</td>
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<td>5. Mary Kearney</td>
<td>Affiliate Representative</td>
<td>Office of Catholic Schools</td>
<td>9:30</td>
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<td>7. Anne</td>
<td>Manager</td>
<td>Chardon School</td>
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<td>10. John</td>
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Private School Affiliate Service Plan Training
8:30 am – 11:00 pm
12:00 pm – 2:30 pm
Elizabeth Training Facility
Training Agenda

Greeting/Introduction/Overview

1. OSES Enrollment Process and Private School Affiliate Process
   - Activity: Affiliate sign-ons
2. Navigation & SSM Home Page
   - Activity – Review caseload
3. Communication: Announcements
   - Activity – Review announcements
4. Help Documents:
   - Activity – How to Enter Information in the Event Log
   - Activity – Service Plan Process flow
   - Activity – Service Plan Procedure notice

Break

1. Review Eligibility and IEP documents
   - Activity – Review evaluations
2. Create electronic Service Plan Documents:
   - Activity – Creating, completing and finalizing a service plan
3. Support Procedures
   - Examples: Level of support – error messages and guided actions, Ethel Wells
     VPN access

Q&A Training Participant Evaluation Completion
Procedure Notice

Completing Service Plan in SSM

**Situation:** Students with disabilities who reside within the City of Chicago and attend a private school within the city, and the Chicago Public Schools has offered a free appropriate public education but whose parents chose private education; or students who do not reside within the City of Chicago but attend a private school within the city.

**Description:** Process for entering a student’s Service Plan in SSM.

**Response/Work Steps:**

1. For a student that has an initial or a triennial evaluation, the CPS case manager completes the Parent Waiver of IEP Development section of the Service Plan when the private school student resides within the City of Chicago:
   a. Locate the student in SSM
   b. Create a Service Plan Document for the student
      i. The case manager clicks on the Service Plan document in the Create New Document dropdown
         ii. Click Go
         iii. The New Service Plan (Parochial) Setup window will open
            1. The Parent Waiver of IEP Development section is auto-selected
iv. Click New

1. Edit and print the Parent Waiver of IEP form and give to parent
   a. Enter the date
   b. Click Save, Done Editing

2. Have the parent sign and date the Parent Waiver of IEP Development.
3. Case Manager then adds an event to the Event Log to indicate that the parent has decided to waive the development of the IEP. The student will be removed from the CFS tracking report.

Note: The Service Plan document will remain in draft until the private school affiliate finalizes it.

2. The private school affiliate Locates the student on their caseload

a. Click on the dropdown arrow next to the student’s name and click Student Documents
b. The student's Document page opens.

c. Private School students residing in the City of Chicago with a Parent Waiver of IEP Development will display the Service Plan (Parochial) document in draft.
   i. The private school affiliate will click on the draft Service Plan document.

d. When the Parent Waiver of IEP Development is not needed, the private school affiliate creates a new Service Plan (Parochial) document.
   i. Click the drop down arrow in the Create New Document field
      ii. Click Service Plan (Parochial) and click Go
i. The following sections on the Service Plan (Parochial) Setup page will be selected and are required

1. Coversheet
2. Service Plan

ii. Click Accept

e. Coversheet

i. The private school affiliate completes the coversheet required fields

1. Date of Meeting
2. Parochial/Private School Name
3. Parochial/Private School Phone

iii. Service Plan Team participants

4. Role/Title

a. Select from the dropdown:

   i. Parent
   ii. CPS Employee
   iii. Affiliate Employee
   iv. Private School Employee
5. Name
6. Click Save, Done Editing

7. Click the "Cover Sheet section is complete. Click here to edit the Service Plan section." link

8. The Service Plan section can also be accessed by clicking the Cover Sheet link at the top of the page and then clicking Service Plan.

f. Service Plan

1. The private school affiliate updates the following data fields on the Service Plan page (for each disability as applicable):
   a. Service Type
   b. Area of focus
   c. Provision of Services (select one or both of the following checkboxes)
      i. Direct
      ii. Consultative
   d. Amount and Frequency
1. Direct minutes and frequency
2. Consultative minutes and frequency
3. Certified Contractual Service Provider
4. Other Private Location, if necessary

2. To add an additional row, click "Save, Continue Editing." To delete a row, click the trash can icon and click "Save, Continue Editing.

3. Click Save, Done Editing when the Service Plan is complete.

4. Click the "Service Plan is complete. Click here to finalize this document." link.

5. Document finalization can also be accessed by clicking More Actions, then Change Status of this Document, and click Final in the status dropdown.

6. Click Accept
7. Click Ok to change the status of the document to final.

8. Click Print in order to print the finalized Service Plan.

If you are having trouble with the process, please Ethel Wells at 773-553-1259.
Service Plan For Students Enrolled In Private School By Their Parents

Purpose: To be completed for either (1) students with disabilities who reside within the City of Chicago and attend a private school within the city, and the Chicago Public Schools has offered a free appropriate public education but whose parents chose private education; or (2) students who do not reside within the City of Chicago but attend a private school within the city.

Start Date - Date of service plan: Cover Sheet and IEP Service Plan Waiver same as last year

End Date - 6/30/12 Use Report instead of flowback

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<tr>
<th>Description of special education and/or related services for students including area of focus</th>
<th>Provision of Services</th>
<th>Amount and Frequency</th>
<th>Contractual Service Provider</th>
<th>Location</th>
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<tr>
<td>Service Type: drop down containing the following: Instruction, Occupational Therapy, Physical Therapy, Speech Language, Social Work, Assistive Technology, Nursing, Psychology, Augmentative Communication, Counseling, Audiology</td>
<td>Direct, Consultative</td>
<td>Number field for amount of services and a drop down for frequency (weekly, monthly, quarterly)</td>
<td>Drop down containing: SPED Teacher, Teacher of the Visually Impaired, Teacher of the Hearing Impaired, Occupational Therapist, Physical Therapist, Speech Language Pathologist, Assistive Technology Audiologist, Nurse, Psychologist, Social Worker, Counselor, Augmentative Communication</td>
<td>Default to private school, Other Private Provider Textbox Editable</td>
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Area of Focus should include the activities which will be worked on with the student, e.g.: Will work on reading decoding skills; Will work with the student on "sh" sound.

Is there any other special education and/or related services? If yes, same process as above.
If no, process ends.
Parentally-Placed Private School Student
Referral for a Full and Individual Evaluation Form

Student ___________________________ CPS I.D. # ___________________________ Primary Language ___________________________

Private School: ___________________________ Teacher: ___________________________

Birthdate ___________________________ Age ______ □ Male □ Female □ Grade ___________________________

Parent /Guardian ___________________________ Primary Language ___________________________

Address ___________________________ Home Phone ___________________________ Cell Phone ___________________________

City ___________________________ State ___________________________ Zip Code ___________________________

EVALUATION TYPE:
□ Initial Evaluation to determine eligibility for special education services
□ Reevaluation to determine eligibility for special education

REASON FOR REFERRAL: (Please attach supporting documentation)
□ Screening Results □ Teacher Observation/Progress Monitoring □ Parent Request
□ Other ___________________________

AREAS OF CONCERN:
□ Cognitive/Intellectual □ Educational/Academic Performance □ Social Emotional
□ Health □ Hearing □ Vision □ Communication □ Motor Abilities
□ Other ___________________________

COMMENTS/ADDITIONAL RELEVANT INFORMATION

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Please submit this form at the same time you submit the Parentally-Placed Private School Student
Enrollment Form to the Chicago Public Schools’ Office of Special Education and Supports at
jhaddadin@cps.k12.il.us or dhmalone@cps.k12.il.us.
Parentally-Placed Private School Student Enrollment Form

CHILD'S INFORMATION
LAST NAME: _______________________________ FIRST NAME: _______________________________
GENDER: [ ] MALE [ ] FEMALE DATE OF BIRTH: ___________________________ BIRTH PLACE: _______________________________
ADDRESS: ________________________________________________________________
CITY / STATE / ZIP CODE: ______________________________________________________

U.S. Dept. of Education: New Race and Ethnicity Categories
Part A asks about one's ethnicity and Part B asks about one's race. Ethnicity describes culture and language, while race describes the geographical origin of one's ancestors. Both questions must be answered.

Part A: Is the Child Hispanic/Latino? [ ] Yes [ ] No
A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Part B: What is your child's race? Choose one or more.
[ ] American Indian or Alaskan Native [ ] Asian [ ] Black or African-American
[ ] Native Hawaiian or Other Pacific Islander [ ] White

PRIMARY LANGUAGE: ____________________ HOME LANGUAGE: __________________________
PRIVATE SCHOOL NAME: ____________________________
PRIVATE SCHOOL ADDRESS: ________________________________
CITY / STATE / ZIP CODE: __________________________________________
PRIVATE SCHOOL PHONE: ____________________________
PRIVATE SCHOOL AFFILIATION: [ ] CATHOLIC [ ] CHRISTIAN [ ] INDEPENDENT [ ] JEWISH [ ] LUTHERAN

PARENT/ GUARDIAN INFORMATION
LAST NAME: _______________________________ FIRST NAME: _______________________________
RELATIONSHIP TO CHILD: ________________________________
PHONE #: (Home) ____________________ (Work) ____________________ (Cell) ____________________

PARENTAL CONSENT
I AM AUTHORIZING CPS TO ENROLL MY CHILD AS A NON-ATTENDING STUDENT FOR THE PURPOSE OF:
[ ] Developing a service plan for proportionate share (I understand if the last eligibility determination for my child is 3 yrs. old I will need to have the eligibility determination for services reevaluated)
[ ] Evaluating my child for the purpose of determining eligibility for Special Education Services (Please attach the Parentally-Placed Private School Student Referral for a Full and Individual Evaluation Form)

Print Parent's Name: ____________________________________________________________________
Parent's Signature: ____________________________________________________________________ Date: ____________________________________________________________________

Please submit this form to the Chicago Public Schools' Office of Special Education and Supports to Jennifer Haddadin at jhaddadin@cps.k12.il.us or Debra Malone at dhmalone@cps.k12.il.us. Please note that proof of the student's age (e.g. birth certificate, passport) and address (e.g. utility bill, driver's license) must also be submitted.
### 8:30 Session

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Catholic-6
Christian-6
Independent-6
Jewish-6
Lutheran-6
# Office of Special Education and Supports
## MEETING SIGN IN SHEET

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<th>Time Out</th>
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| 11/15/2011          |             |

FORM 011
# Office of Special Education and Supports

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11/15/2011

FORM 011
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2010 -2011 Procedures for Child Find and Accessing Proportionate Share Services for Students Parentally Enrolled and Attending Private Schools
2010-2011 Procedures for Child Find and Accessing Proportionate Share Services for Students Parentally Enrolled and Attending Private Schools

Referral for a Full and Individual Evaluation (Child Find)

- The referral of a child suspected of having a disability must be initiated, in writing, by a parent, a Chicago Public Schools (CPS) employee, an Illinois State Board of Education employee, an employee of another state agency, or a community service agency.

- CPS is responsible for conducting the special education evaluation for students that attend private schools located within the Chicago city limits, regardless of where the student’s residence is located. CPS is also responsible for conducting special education evaluations for Chicago residents that are “home-schooled” students.

Residents of Chicago

- The parent of a child who attends a private school located in Chicago, including “home-school”, and who also resides in the City of Chicago should contact the principal or case manager of the child’s attendance area school to initiate the referral and submit a written request for an evaluation. The attendance area school is the school the child would normally attend based on the home address. This information may be obtained by contacting CPS at 773-553-1000 or searching the school locator link within the CPS website at www.cps.edu.

Non-Residents of Chicago

- The parent of a child who attends a private school located in Chicago, but who resides out of the Chicago city limits should contact the principal or case manager of the public school associated with the address of the private school they attend to initiate the referral and submit a written request for an evaluation. The public school associated with the private school’s address can be determined by contacting CPS at 773-553-1000 or searching the school locator link within the CPS website at www.cps.edu.

General Procedures

- The parent will need to schedule an appointment with the CPS case manager and bring the following information:
  - Birth Certificate,
  - Current physical examination,
  - Current immunization record,
  - Photo I.D. of parent with name and address,
  - One additional proof of address (utility bill, bank statement, lease, mortgage or voter registration card),

*Educate · Inspire · Transform*
- Information relevant to the referral including reports from therapists, physicians, and teachers including classroom based assessments; and

- Information regarding interventions provided at the private school and the student’s response to the interventions.

When a referral is made CPS must decide within fourteen school days of its receipt of the written request whether an evaluation is warranted and notify the parent of its decision.

If the child is a candidate for an evaluation, the school will obtain informed written consent from the parent to evaluate the child and shall conduct a full and individual evaluation within 60 school days after written consent has been obtained from the parent.

For further information on this process, please contact the Office of Special Education and Supports, School Support Unit at (773) 553-1840.

Accessing Proportionate Share Services

If a resident student that is “home-schooled” or if a student that attends a private school located within the Chicago city limits, regardless of where the student’s residence is located, is determined eligible for special education and related services, this student may be able to receive proportionate share services pursuant to a “Service Plan”.

Residents of Chicago

The parent of a child who attends a private school located in Chicago, including “home-school”, and who also resides in the City of Chicago should contact the principal or case manager of the child’s attendance area school to inquire about proportionate share services pursuant to a “Service Plan”. The attendance area school is the school the child would normally attend based on the home address. This information may be obtained by contacting CPS at 773-553-1000 or searching the school locator link within the CPS website at www.cps.edu. Please note that the location of the services provided pursuant to a “Service Plan” will be determined by CPS on a case-by-case basis and may actually be provided at a school closer to the private school rather than the attendance area school.

Non-Residents of Chicago

The parent of a child who attends a private school located in Chicago, but who resides out of the Chicago city limits should contact the principal or case manager of the public school associated with the address of the private school they attend to inquire about proportionate share services pursuant to a “Service Plan”. The public school associated with the private school’s address can be determined by contacting CPS at 773-553-1000 or searching the school locator link within the CPS website at www.cps.edu. Please note that the location of the services provided pursuant to a “Service Plan” will be determined by CPS on a case-by-case basis.

For further information regarding proportionate share services please contact Ms. Geneva M. Oatman, of the Chicago Public Schools’ Office of Specialized Services, at (773) 553-3383.
Private school students who received proportionate share services during the 2010 – 2011 school year
October 27, 2011

VIA CERTIFIED MAIL
Mr. Luis Rodriguez
Office of Specialized Services
Chicago Public Schools
125 South Clark Street, 8th Floor
Chicago, Illinois 60603

Dear Luis,

This letter is on behalf of the Chicago Private Schools Affiliate Representatives and is intended to bring your attention to a matter of concern regarding statements made at a recent meeting that the Chicago Public Schools (CPS) are requiring “proportionate share” schools to implement Response to Intervention (RTI) in order to have their students deemed eligible under LD criteria when CPS conducts the evaluation. While CPS agrees that it may not deny a private school student an evaluation if RTI is not in place, it has essentially created an improper loophole by suggesting that CPS will conduct the evaluation but will deny eligibility status for LD if RTI is not in place at the proportionate share school. Thus, private school students requiring LD services through proportion share funds will be denied such services because they will not be eligible for LD.

These private school students are parentally-placed and are entitled to certain considerations by the public school district in which they are located. Public school districts have an obligation to parentally-placed students in private schools to provide timely and meaningful consultation and child find. See 34 C.F.R. 300.133-300.134. As part of the timely and meaningful consultation meeting that is federally mandated, private schools are provided with the opportunity to give meaningful input on how proportionate share of funds are to be used and the provision of special education and related services to be provided for parentally-placed private school children with disabilities. 34 C.F.R. § 300.134. Accordingly, CPS has no authority to arbitrarily require private schools to implement RTI in order for their parentally-placed private school children to be deemed eligible under LD and receive proportionate share LD services.

As you are aware, the Individuals with Disabilities Education Act (IDEA), 20 U.S.C. § 1400 et seq., is only applicable to public schools, and therefore, private schools are not obligated to implement the procedures of the IDEA. Likewise, private schools may not be mandated by the State or local school districts to participate in RTI, a State mandate for public schools. The U.S. Department of Education provided the following explanation regarding the use of RTI in its discussion of public comments accompanying the final Part B regulations, as noted in a response letter from the Office of Special Education Programs (OSEP):
An RTI process does not replace the need for a comprehensive evaluation. A public agency must use a variety of data gathering tools and strategies even if an RTI process is used. The results of an RTI process may be one component of the information reviewed as part of the evaluation procedures required under §§ 300.304 and 300.305. As required in § 300.304(b) consistent with section 614(b)(2) of the Act, and evaluation must include a variety of assessment tools and strategies and cannot rely on any single procedure as the sole criterion for determining eligibility for special education and related services.

Letter to Dr. John Copenhaver (OSEP Oct. 19, 2007) (Emphasis added.) This letter from OSEP goes on to state, “we do not believe that an RTI process alone would relieve a public agency of the obligation to conduct a comprehensive, individual, initial evaluation of a child.” Id. Similarly, in an earlier letter by OSEP, Letter to Dr. Perry A. Zirkel (OSEP Mar. 6, 2007), it was also stated the RTI is only one component of the information reviewed as part of the evaluation procedure. Finally, in the most recent letter from OSEP in January of this year, it was clearly stated that RTI may not be used as a basis for denying or even delaying eligibility, including under LD, for special education services.

Public school districts are obligated under 34 C.F.R. § 300.131 to “locate, identify and evaluate all children with disabilities who are enrolled by their parents in private, including religious, elementary and secondary schools located in the school district served by the LEA,” and in accordance with 34 C.F.R. § 300.111. 34 C.F.R. § 300.131. A school district, such as CPS, cannot refuse to identify any child as having a learning disability because they have not participated in the RTI process. Such a requirement is contrary to IDEA and improperly places an inappropriate requirement on private schools that receive proportionate share funds.

Based on the foregoing, I think it is important that CPS retract any arbitrary RTI requirement it has placed on the private schools that receive proportionate share funds. I look forward to your response.

Sincerely,

Brooke R. Whitted

BRW/ssa
December 1, 2011

Mr. Brooke Whitted
Whitted, Cleary and Takiff
3000 Dundee Road, Suite 303
Northbrook, Illinois 60062

Dear Brooke,

I am writing to respond to your letter written on behalf of the Chicago Private Schools Affiliate Representatives concerning their concerns with Response to Intervention (RtI). I must begin by informing you that in my opinion you have overlooked other pertinent Individuals with Disabilities Education Act (IDEA) federal regulations as well as the implementing Illinois regulations. I am unsure why you did not recognize that the federal regulations allow a State to set criteria for determining whether a child has a specific learning disability. The State of Illinois has set such criteria and has provided guidance to Illinois school districts.

Let me highlight that the regulations that address children enrolled by their parents in private schools, specifically 34 C.F.R. 300.129 – 300.144, do not provide for a different evaluation process for these students. When a local educational agency (LEA) in Illinois, such as the Chicago Public Schools (CPS), evaluates a student to determine whether the student is eligible under the IDEA, irrespective of whether the student is enrolled in the public district, a private school, or remains at home, the LEA must ensure that the evaluations and eligibility determination comply with 34 C.F.R. 300.301 – 300.311. In addition, the Illinois LEA must comply with the Illinois regulations found within the Illinois Administrative Code, specifically 23 IL Admin Code 226.100 – 226.190.

A regulation you did not highlight is 34 C.F.R. 300.307(a)(2) which specifies that when a State adopts criteria for determining whether a child has a specific learning disability, the criteria adopted by the State must "permit the use of a process based on the child’s response to scientific, researched-based intervention." Furthermore, a public agency must use the State criteria adopted pursuant to 34 C.F.R. 300.307(a) in determining whether a child has a specific learning disability. 34 C.F.R. 300.307(b). Illinois regulations require that LEAs implement the use of a process that determines how the child responds to scientific, research-based interventions as part of the evaluation procedures in 34 C.F.R. 300.304. See 23 IL Admin Code 226.130(b).

The Illinois State Board of Education (ISBE) issued a guidance memo on RtI in January of 2010 entitled “Illinois Special Education Eligibility and Entitlement Procedures and Criteria within a

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Response to Intervention (RtI) Framework: A Guidance Document”. I have attached the document for your review. The ISBE also published in March of 2010 an FAQ document entitled “Frequently Asked Questions about Special Education Eligibility and Entitlement within a Response to Intervention (RtI) Framework”. I have also attached this document for your review but wanted to highlight the question and answer to Question 30 found within the FAQ document:

30. How is RtI used when conducting evaluations of parentally-placed private school students or students are home schooled?

When evaluating students who are parentally-placed in a private school or who are home schooled, the same processes of reviewing existing assessment data and determining what, if any, additional data need to be collected for educational decision making are used (see Question 20). Many private schools regularly collect assessment data that a school district may include in their determination of a student’s response to instruction and intervention (e.g., state and local program evaluation assessments, universal screeners, curriculum-embedded assessments). Some private schools provide supplemental and intensive interventions within their setting and monitor progress toward a goal. Any of these data may be useful in determining whether appropriate instruction was provided, determining discrepancy/gap from age level peers or grade level standard, and/or for assessing response to ongoing instruction. Students who are home schooled may also have similar assessment data available for use in an RtI model.

Districts may want to provide private school and home school educators with educational opportunities in RtI and in the use of RtI in special education eligibility and entitlement decisions (e.g., workshops, brochures). While private schools and home school settings are not required to provide early intervening services or special education, knowledge of RtI might assist both the district and the student’s private school or homeschool in communicating and working with one another.

When existing data are not available, the district is responsible for collecting necessary data in order to determine a student’s response to instruction and intervention as part of the evaluation. Universal screening measures utilized in the district might be administered and the resulting scores compared to same age/grade students in the district, and/or the team may choose to provide limited consultation or interventions and progress monitoring.

I agree with you that RtI is one component of a comprehensive evaluation. CPS adheres to the requirements of 34 C.F.R 300.304 and concurs with the OSEP guidance letters you cited, specifically Letter to Copenhaver and Letter to Zirkef. CPS is also following the guidance found in the January 6, 2011 Letter to Zirkef issued by OSEP consistent with ISBE’s FAQ document. In the latter Zirkef letter, OSEP highlights that if an RtI process is not used in a private school, the IEP team “may need to rely on other information, such as any assessment data collected by the private school that would permit a determination of how well a child responds to appropriate instruction...”(Emphasis added). It is possible that some of the Chicago Private Schools Affiliate Representatives are concerned with setting up a systemic RtI formalized process and not understanding that CPS has to consider some form of data that would allow us to determine whether the student is responding to appropriate instruction. It is my understanding from conversations held after the Timely and Meaningful...
Consultation meeting that the Catholic Affiliate Representatives are actively supporting their schools with implementing an RtI process or maintaining the data that would assist an RtI model.

As such, contrary to your assertions, CPS has not established an arbitrary requirement with respect to RtI and is only complying with the Federal and State requirements that pertain to the evaluation of any student that is suspected of having a specific learning disability in Illinois. I hope that you will share the additional information and legal references I cited with the Chicago Private Schools Affiliate Representatives. Obviously, data that provides information on how a student is responding to interventions/instruction is an essential part of the special education evaluation process. If a private school chooses to disregard this reality, CPS will still proceed with the evaluation and attempt to collect the necessary data, however, I believe that the private school is in the better position to gather and maintain this data for students receiving an education in their schools.

Given the implications in your letter I am copying my response to relevant administrators within CPS and the ISBE:

Sincerely,

Luis A. Rodriguez

Enclosures

cc: Dr. Richard Smith, Chief Officer, Office of Special Education and Supports, CPS (w/o enclosures)

Patrick Rocks, General Counsel, Chicago Board of Education (w/o enclosures)

Elizabeth Hanselman, Assistant Superintendent for Special Education, ISBE (w/o enclosures)