



# Illinois State Board of Education

November 2, 2005

## MEMORANDUM #05-10 (105 ILCS 5/14-7.02)

*This document is intended to provide non-regulatory guidance on the subject matter listed above.  
For specific questions, please contact the person(s) identified in the document.*

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**MEMORANDUM #05-10**

TO: Directors of Special Education  
Special Education Coordinators  
Case Management Coordinators

FROM: Tim Imler, Division Administrator of Funding and Disbursements  
Christopher Koch, Assistant Superintendent of Special Education

SUBJECT: Private Residential Placement Form and Timelines

105 ILCS 5/14-7.02 addresses the issue of children attending private schools, public out-of-state schools, public school residential facilities or private special education facilities. When an IEP team determines the educational environment for a student is residential placement, either in state or out of state, it is imperative that the District of residence or the joint Special Education District/Cooperative complete and submit the ISBE Form 34-37 application (“Application for Approval of Private Residential Placement Room and Board Reimbursement”), prior to the student being placed. The School Code requires prior approval before reimbursement can be claimed. See 105 ILCS 5/14-7.02

Over the past year, there have been many instances where Districts have not received full reimbursement for private residential placement due to untimely submissions of the ISBE Form 34-37 application. Should Districts have emergency placements and/or have some other extenuating circumstances that would result in an untimely submission of the 34-37 application, a phone call to Mr. Charles Seybold, Private Residential Placement Coordinator, will provide you with the guidance and assistance needed in order to avoid a lapse in reimbursement.

Please share this information with your school district personnel who may be responsible for this process. Questions about this memo may be addressed to the Special Education Services Division at 217/782-5589.