

Individual Service Plan (ISP) Procedure

When the parent of a student who qualifies for special education services chooses to have their student attend a Private School, complete the IEP documents as follows:

1. **Complete the IEP as a full IEP** as if the child would be attending public school.
2. On the IEP form, under **Educational Setting**, the child's School of Attendance should list the neighborhood public school in the child's District of Residence, unless the IEP Team recommends placement in a special education program located at another school.
3. Obtain Parent signature on the IEP, under **IEP Meeting Participants**
4. Parent should check the Consent box, *"I agree to all parts of the IEP."* This shows the Parent agrees, and it ensures that if the child comes back to District within the year, an IEP is waiting for them.
5. Parent should initial the box indicating, *"I decline the offer of initiation of special education services."*
6. Parent should then authorize and approve the IEP.
7. Parent checks the box on the bottom of the page, "Student enrolled in private school by their Parent. Refer to Individual Service Plan, If appropriate."
8. On the **Notes Page** include *"The Parents(s) have chosen to enroll their child in Private School. The services being offered on this IEP are available if the student enrolls in a public school in their District of Residence."*
9. Case Manager **Affirms** the IEP at this time.
10. Case Manager fills out the **Service Plan** – Parentally-Placed Private School Students
 - a. Checks "Students' Parents have declined the district's offer of an Individual Service Plan," OR "Students' Parents have accepted the district's offer of a Service Plan."
 - b. For the SAI Services and other services from original IEP, click "**Do not Report**" and "**Do Not Print.**"
 - c. Add instead RSP Consultation services, typically 5 x 60 minutes per year.
 - d. Check box "Student has been found eligible for special education services..."
 - e. Parent and ISP participants sign the ISP documents.
 - f. Case Manager will then **Affirm** the ISP.
11. This process must happen yearly. Just like any other IEP, it **must be annually reviewed.**

Note: If there are ISPs that differ from the above process, or the parent does not agree to a portion of the process, contact your Special Education Administrator for advice.

Adapted from ISP Procedure from Chico USD