

School Board

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Maryann Parks

September 30, 2015

Dear Private School Administrator:

Our district has scheduled a consultation meeting to address child find activities and the provision of services to students with disabilities who are parentally-placed private school students. The meeting is scheduled for:

*October 29, 2015, 1:00 – 3:00 p.m.
Shriners Hospital Auditorium
12502 USF Pine Drive
Tampa, FL 33613*

We hope a representative from your private school will attend. Please provide a copy of the enclosed notice to the parents of your students with disabilities, so that any interested parents may attend also.

Additionally, at this time, we are seeking a verified count of the students at your private school who have been identified as students with disabilities in accordance with *Florida Statutes and State Board of Education Rules*. Per the *Individuals with Disabilities Education Act* (IDEA 2004), our district must conduct this count annually. A verified count will allow us to determine that the specific students' disabilities have been identified in accordance with applicable state and federal laws. A document which describes the verification process is attached.

Please complete the enclosed "Verified Count" form and return it to us at your earliest convenience **but no later than December 1, 2015**, either by mail, fax or email. Please mail the verified count information to: Sandra Marra, DRT for Parentally-Placed Private School Students with Disabilities, 1202 E. Palm Avenue, Tampa, FL 33605; you may fax the information to Sandra Marra at (813) 273-7340; or email to sandra.marra@sdhc.k12.fl.us.

Should you have questions, you may contact one of the following individuals:

Dr. Cristina Benito, Supervisor, ESE Compliance, (813) 273-7060
Mrs. Suzette Sample, Supervisor, ESE Staffing, (813) 273-7035
Mrs. Sandra Marra, ESE District Resource Teacher, (813) 273-7113

Thank you for your time and cooperation with this important process. Please contact me if I may be of assistance to you.

Sincerely,

Maryann Parks, General Director
Department of Exceptional Student Education

Enclosures

c: Wynne A. Tye, Assistant Superintendent, Student Services