

Assessment Plan Memo  
for  
Private School Students

Date:

To:

From:

Subject: Assessment of Private School Student

Attached is an Assessment Plan for a student who is currently attending the following private school:

For district accountability purposes, we have noted \_\_\_\_\_ school, because this is the school of residence that is responsible for conducting the assessment and holding the initial IEP meeting.

A SESP record has been started for this student, and your name has been entered as a service provider, so you will see this student on your caseload. When developing the IEP, you will list your school as "Home School" and either a district school or an NPS as "School Attending" to reflect the district's offer of FAPE.

If the parents decide to continue to place their student in a private school, the SESP file should be made "inactive" and the student will no longer appear on your Special Education caseload.