Public School Responsibilities

The school district or charter school that receives the student's scholarship application from students/parents shall;

- Forward applications to Special Education Department no more than 10 days following receipt of the application.
  - Do not send a copy of the student's IEP
  - A 504 plan is NOT an IEP

- Verify enrollment of the student seeking a scholarship during the previous school year

- Verify existence of the student's IEP and level of service

- Provide personnel to participate on an assessment team to determine likelihood of eligibility if in a public school
  - If a student who was previously enrolled in a private school that has previously served students with disabilities would qualify for special education services if enrolled in a public school and
  - the appropriate level of special education services which would be provided were the child enrolled in a public school for purposes of determining the scholarship amount

- Document that the student
  - Utah residency
  - Student age at least 5 years old before Sept 2
  - Not more than 21 years of age
  - Has not graduated from high school and
  - Has an official acceptance and enrollment at an eligible private school

- Cooperate with the USOE in cross-checking special needs scholarship student enrollment information.

- Do NOT dual enroll special needs scholarship students or provide extracurricular activities. The USOE will verify CSS students are NOT dual enrolled by submitting student names to the IT department at the USOE prior to verification for scholarship payments. If any name comes up, that could mean the student is also enrolled in a public school program which is unlawful.

- Notify students with IEPs of the following:
  - Written notice to parents or guardians of students who have an IEP, of the availability of a scholarship to attend a private school through the Special Needs Scholarship Program

- Include the statement *"School districts and charter schools are required by Utah law, 53A1a-704(10), to inform parents of students with IEPs enrolled in public schools, of the availability of a scholarship to attend a private school through the Carson Smith Scholarship Program"*.
    - no later than 30 days after the student initially qualifies for an IEP
    - annually, no later than February 1 to all students who have IEPs
    - include the address of the Internet website maintained by the USOE that provides prospective applicants and their parents with program information and application forms for the CSS Program http://www.schools.utah.gov/sars/Quick-Links/Carson-Smith-Scholarship.aspx
    - and post the CSS internet website on the school district's or school's website http://www.schools.utah.gov/sars/Quick-Links/Carson-Smith-Scholarship.aspx