



CARSON SMITH SPECIAL NEEDS SCHOLARSHIP PROGRAM PUBLIC SCHOOL RESPONSIBILITIES

The purpose of this information is to help Local Education Agencies (LEAs) with the processing of Carson Smith Special Needs Scholarships.

The LEAs that receive Carson Smith Scholarship applications from students/parents shall:

- Forward completed and signed applications (instructions below) to the Utah State Office of Education (USOE) 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 and will not qualify a student for the scholarship
- **Verify enrollment** of the student seeking a scholarship during the previous school year.
- **Date Stamp front page of application upon receipt.**
This date is used to determine specific deadlines for the scholarship, if awarded.
- **Verify existence of the student's IEP and level of service**, including the special needs and accommodations needed for the student.
- Provide personnel to participate on **an assessment team** to determine the likelihood of eligibility if student were enrolled 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, will determine the scholarship amount
- Document that the student/parent
 - Has established Utah residency (Most common acceptable proof: Copy of driver's license and a utility bill)
 - The student age is at least 3 years old before September 2nd
 - Is not more than 21 years of age
 - Has not graduated from high school, and
 - Has an official acceptance and enrollment at a CSS eligible private school
 - Generally, make sure the application is complete and all information is filled in appropriately.

- Cooperate with the USOE in cross-checking the CSS 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.
 - This also pertains to the preschool CSS students. It is not possible to attend half day public preschool, and half day CSS preschool. This is also considered dual enrollment.
- 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 Carson Smith Scholarship Program.
- Include the statement *“LEAs are required by Utah law, 53A-1a-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 a child qualifies for an IEP
 - Annually, no later than February 1st 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/Scholarships.aspx>
 - Post the CSS internet website on the LEAs website.
<http://www.schools.utah.gov/sars/Scholarships.aspx>