



## Carson Smith Special Needs Scholarship Private School Application (2016-2017)

This application and all required supporting documentation must be completed and received at the Utah State Office of Education no later than **5:00 pm on May 1, 2016**.

Utah State Office of Education  
Attn: Carson Smith Scholarship Program  
250 East 500 South  
P.O. Box 144200  
Salt Lake City, Utah 84114-4200

### Part A. General Information

School Name	Address	
Administrator	City	
Grade Levels Served	State	Zip
Phone (USOE Contact)	Phone (Parent Contact)	
E-mail (USOE Contact)		

### Part B. Eligibility to Enroll Special Needs Scholarship Students

I certify that \_\_\_\_\_ (school name) meets the requirements set forth in Utah Code Sec. 53A-1a-701 through 53A-1a-710 and in Utah State Board of Education Administrative Rule R277-602 *Special Needs Scholarships – Funding and Procedures* for eligibility to enroll special needs scholarship students.

Initial each requirement below. If the school does not meet a requirement, please attach an explanation that is clearly labeled by item number.

- \_\_\_\_\_ 1. The school has a physical location in Utah where scholarship students attend classes and have direct contact with the schools' teachers and the school is in session on a calendar comparable to the calendar for a typical Utah public school.
- \_\_\_\_\_ 2. The school has obtained an audit and report from a licensed, independent certified public accountant, or has contracted with a licensed, independent certified public accountant to perform an agreed-upon procedure as described in statute.
- \_\_\_\_\_ 3. The school agrees to comply with the antidiscrimination provisions of 42 U.S.C. Sec. 2000d.
- \_\_\_\_\_ 4. The schools meet state and local health and safety laws and codes, including compliance with Utah Department of Health Administrative Rule R392-200: *Design, Construction, Operation,*

*Sanitation, and Safety of Schools*; and has adopted emergency preparedness response plans that include training for school personnel and parent notification for fire drills, natural disasters, and school safety emergencies.

- \_\_\_\_\_ 5. The schools will disclose to the parent of each prospective student, before the student is enrolled, the special education services that will be provided to the student, including the cost of those services.
- \_\_\_\_\_ 6. The school will administer an annual assessment of each scholarship student's academic progress, will report the results of the assessment to the student's parents, and will make the results available to the assessment team evaluating the student as required to determine scholarship eligibility and level of service.
- \_\_\_\_\_ 7. The school employs or contracts with teachers who hold baccalaureate or higher degrees; or have at least three years of teaching experience in public or private schools; or have special skills, knowledge, or expertise that qualify them to provide instruction in the subjects taught and to the students taught.
- \_\_\_\_\_ 8. The school agrees to provide to parents the relevant credentials of the teachers who will be teaching their students.
- \_\_\_\_\_ 9. The school is not a home school or a residential treatment facility licensed by the state.
- \_\_\_\_\_ 10. The school will satisfy criminal background check requirements for employees and volunteers consistent with Utah Code Sec. 53a-1a-705(1)(h).
- \_\_\_\_\_ 11. The school will initiate, participate in, and document assessment team meetings as required by Utah Code Sec. 53A-1a-704(3), Sec. 53A-1a-704(6), and Utah State Board of Education Administrative Rule R277-602-6.
- \_\_\_\_\_ 12. The school will provide complete student records, in a timely manner, to other private or public schools requesting student records if parents have transferred students under Utah Code Sec. 53A-1a-704(7).
- \_\_\_\_\_ 13. The school will notify the Utah State Office of Education within five business days if a scholarship student does not continue enrollment in the school for any reason, including parent/student choice, suspension or expulsion of the student, or if the student misses more than 10 consecutive days of school.
- \_\_\_\_\_ 14. The school will cooperate fully with the Utah State Office of Education in providing necessary student enrollment, tuition, and attendance information needed to complete scholarship payment procedures and to assure compliance by the school and its enrolled scholarship students with the Special Needs Scholarship rules and requirements.
- \_\_\_\_\_ 15. The school will provide all required supporting materials to this application.

### **Part C. Supporting Documentation**

The following supporting documentation and materials are required to complete Part C of the application.

Please label all materials clearly.

1. Tuition and Fee Schedule
2. School Calendar and Time Summary
3. A list of all teachers employed by the school and their qualifications regarding requirement 7

4. A copy of the audit or report of the agreed upon procedure described in statute (Utah Code Sec. 531A-1a-705(1)(b))
5. A copy of the school's most recent Public Health Inspection Report (in compliance with Utah Department of Health Administrative Rule R392-200)
6. A copy of the most recent State Fire Marshall Inspection Report
7. If the school stores, prepares, or serves food to students, a copy of a current and satisfactory Safety and Sanitation Report from the Department of Health

**Part D. Status as a "School That Has Previously Served Students with Disabilities"**

Documentation in support of one of the following is required to complete Part D of your application. Please label all materials clearly.

1. The school must have enrolled special needs students within the last three years who received scholarships under the Special Needs Scholarship Program;  
**OR**
2. The school must have enrolled special needs students within the last three years who have received special education services under an Individual Education Plan (IEP) from the Local Education Agency (LEA) where the private school is geographically located;  
**OR**
3. The school must provide other evidence that is determinative of having enrolled students with disabilities within the last three years.

I certify that \_\_\_\_\_ (school name) meets the requirements set forth in Utah State Board of Education Administrative Rule R277-602-1(M) as a school that has previously served students with disabilities.

\_\_\_\_\_  
School Administrator Signature

\_\_\_\_\_  
Date