

LASALLE/PUTNAM COUNTY EDUCATIONAL ALLIANCE FOR SPECIAL EDUCATION
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TO: All Superintendents and District Special Education Contacts (**ACTION NEEDED**)

FROM: Kathy Fox, Executive Director *KF*

RE: Requirements for “Timely and Meaningful Consultations”

L.E.A.S.E. has developed information to help districts to meet the requirements of Timely and Meaningful Consultations” (T.M.C.) with all private/parochial and home/schools within your district boundaries. Please note: All Illinois school districts are expected to complete the TMC process. This also applies to districts that have a reported proportionate share calculation from ISBE of \$0.00 for the previous school year. Each district must complete their T.M.C. by **May 31st of each year**, and maintain a copy of all documentation for auditing purposes. Each year ISBE will request submission of the TMC materials from a sample of districts. Districts are subject to sanctions by ISBE if they fail to demonstrate that they have completed the TMC process. All supporting guidance documents are available on the L.E.A.S.E. website.

The following is a general outline of the steps necessary to complete the process.

1. Set a date, time and location to conduct the T.M.C.
2. Notify the following groups when the meeting is being scheduled:
 - a. [Representatives/administrators of private schools](#):
 - b. [Parent representatives of private schools](#):
 - c. Parents of Home-Schooled Students
 - d. Also, in order to ensure the widest possible participation of such parents in the TMC process, the district is expected to place [an advertisement](#) in a local publication of general circulation that provides notice to the public of the TMC meeting.
3. Prepare for the meeting.
 - a. Develop a sign in sheet to record attendance.
 - b. Make ample copies of the attestation form [“Written Affirmation of Consultation with Private/Parochial Providers”](#).
 - c. Prepare an agenda, handouts, and/or PowerPoint presentation covering the following five topics:
 - i. **Child Find** - The district must discuss how L.E.A.S.E. will be conducting the Child Find process and how interested parties will be informed of the process. ([Cover Memo to Private Schools](#), [Child Find Reporting Form](#), [Child Find and Public Awareness](#), [Annual Legal Notice of Special Education Services Available](#), [Illinois Administrative Code 226-110](#), and [LEASE Preschool Child Find Activities](#))
 - ii. **Proportionate Share** - The district must disclose how much of its Federal Part B funds have been allocated to full-time private school students (and full-time home school students) for the upcoming school year, and how that amount was determined. ([Proportionate Share](#)).

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