

**EDUCABLE CHILD PROGRAM
DIRECTIONS FOR COMPLETING APPLICATION FOR SCHOOL APPROVAL
2018-2019 SCHOOL YEAR**

- 1) Please complete the information on the application cover sheet. The application must be signed and dated with the original signatures. **A faxed copy of the application is not acceptable.**
- 2) Tuition Rate Schedule - **Must be submitted on letterhead and signed by authorized school official.**
 - Parochial day schools - Submit monthly charges to the parents of students enrolled in your school.
 - Private day or residential - Submit charges as a yearly **and** daily (and/or session) rate. **Break charges down by special education services, room and board, and ancillary charges.** Please indicate what services are included in ancillary charges.
- 3) School Calendar - Please complete the attached school calendar (DI-SE-F69) as accurately as possible. **THE BREAKDOWN ON THE BACK MUST MATCH THE FRONT. If changes in the calendar become necessary, notify the Office of Special Education of the changes as soon as possible.** The maximum number of days in the Educable Child school year is 180. Be sure to include only the days the students are actually in class.
- 4) Certification and Background Information Form (DI-SE-F1) - Applies only to private schools. It is **NOT** required of parochial schools. The count of students should be accurate. If your school is receiving Mississippi State Textbook Assistance, please attach a copy of the current school year approval letter or the letter stating the amount of funding to be received during the calendar year.
- 5) Data Sheet (DI-SE-F43B) - Complete the attached form. Attach a copy of each teacher's license which clearly denotes the areas of certification. Please indicate the teacher's name as listed on his/her certificate if it is different from that listed on the data sheet. Only include the teachers who will have contact with the child placed at your school. Quarterly updates of data sheets will be necessary as changes in personnel or certification occur.
- 6) Submit a copy of your State Department of Education accreditation status for the current school year. To applicable facilities, also submit a copy of your state's licensure or certification to operate as a Psychiatric Residential Treatment Facility (PRTF) and/or Intermediate Care Facility for Intellectual Disability (ICF-ID).
- 7) Submit a copy of your most recent certified financial statement.
- 8) Assurances - Enclosed is a copy of assurances that your school board must adopt. Please submit a signed copy showing the board has adopted these assurances.
- 9) Approval – The granting of approval is for the facility only. Approval status is based on the facility's documentation submitted and does not extend to the disabilities being served.

NOTE: A FAXED COPY OF A COMPLETED APPLICATION WITH ALL FORMS AND REPORTS IS NOT ACCEPTABLE.