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**COMMONWEALTH OF VIRGINIA**

**DEPARTMENT OF EDUCATION**

**PRIVATE SCHOOLS FOR STUDENTS WITH DISABILITIES**

P. O. Box 2120

Richmond, Virginia 23218-2120

Fax Number: 804-371-8796

**APPLICATION FOR APPROVAL TO SERVE ADDITIONAL**

**CATEGORY(IES) OF STUDENTS**

# PART I: CURRENT SCHOOL INFORMATION

Name of School:       Mailing Address:

# Physical Address:       Web Address:

Contact Person:       Telephone Number:

Fax Number:       E-Mail Address:

# PART II: CURRENT STUDENT INFORMATION

1. Current Licensed Capacity:
2. Current Census:
3. Disability Categories currently listed on the school’s license:

# PART III: PROPOSED CHANGES

1. Disability Category(ies) requested:
2. Proposed starting date:
3. What prompts the request to serve additional category(ies) of students?
4. Attach a detailed description on the impact of the requested disability categories for each topic listed below:
	1. Describe how the school will provide credential staff.
	2. Outline staff development and training opportunities.
	3. Describe the use of differentiated or expanded use of technology.
	4. Provide a list of instructional materials.
	5. Describe changes to the school’s instructional practices (if applicable).
	6. List additional courses that will be offered by the school.
	7. Submit curriculum to be added to the school’s programming.
	8. Describe changes to the behavior management system for this group of students as applicable.
	9. Describe changes to individual and group counseling for this group of students as applicable.
	10. Provide proposed updates to the Student/Parent Handbook – admission criteria, etc.
	11. Provide proposed update to the promotional materials as applicable.
	12. Other

**Submitted By:**

Name of Authorized Private School Official:      Title:

Signature of Authorized School Official: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

**For Official Use Only:**

Received By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Disability Category(ies) Approved? Yes \_\_\_\_\_ No \_\_\_\_\_ If no, reason must be given.

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Signature of VDOE Specialist:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Directory and License Change required? Yes \_\_\_\_ No \_\_\_\_\_ Changed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Resource Links**

1. Autism Spectrum Disorders
	1. [Guidelines for Educating Students with Autism Spectrum Disorders](http://www.doe.virginia.gov/special_ed/disabilities/autism/technical_asst_documents/autism_guidelines.pdf) (PDF)
	2. [Models of Best Practice in the Education of Students with Autism Spectrum Disorders](http://www.doe.virginia.gov/special_ed/disabilities/autism/technical_asst_documents/autism_models_of_best_practice.pdf) (PDF)
	3. [Autism Spectrum Disorders and the Transition to Adulthood](http://www.doe.virginia.gov/special_ed/disabilities/autism/technical_asst_documents/autism_transition.pdf) (PDF)
2. Deaf – Blind
	1. [Guidelines For Working With Students Who Are Deaf Or Hard Of Hearing In Virginia Public Schools](http://www.doe.virginia.gov/special_ed/disabilities/sensory_disabilities/hearing_impairment/guidelines_working_with_deaf.pdf) (PDF)
3. Developmental Delay
	1. [Developmental Delay: Why the age of eligibility changed from ages 2 through 8, inclusive to 2 through 6](http://www.doe.virginia.gov/special_ed/regulations/state/fast_facts/fast_fact_dev_delay.pdf) (PDF)
4. Emotional Disability
	1. [Evidence-based Practices and References](http://www.doe.virginia.gov/special_ed/disabilities/emotion_disability/evidence-based_practices_references.pdf) (PDF)
5. Hearing Impairment - Deafness
	1. [Guidelines For Working With Students Who Are Deaf Or Hard Of Hearing In Virginia Public Schools](http://www.doe.virginia.gov/special_ed/disabilities/sensory_disabilities/hearing_impairment/guidelines_working_with_deaf.pdf) (PDF)
6. Intellectual Disability
	1. [Intellectual Disability: Why the term mental retardation was changed to intellectual disability](http://www.doe.virginia.gov/special_ed/regulations/state/fast_facts/fast_fact_mr_to_id.pdf) (PDF)
7. Learning Disability
	1. [Virginia's Guidelines for Educating Students with Specific Learning Disabilities](http://www.doe.virginia.gov/special_ed/disabilities/learning_disability/learning_disabilities_guidelines.pdf) (PDF)
8. Multiple Disabilities
	1. [Guidance on Evaluation and Eligibility for the Special Education Process Appendix A](http://www.doe.virginia.gov/special_ed/disabilities/guidance_evaluation_eligibility_appendix_a.docx) (Sample Forms) (Word)
9. Other Health Impairment
	1. [Functional Behavioral Assessment (FBA) Guidelines](http://www.doe.virginia.gov/support/student_conduct/fba_guidelines.pdf) (PDF)
	2. [Functional Assessment Checklist for Teachers and Staff (FACTS-Part A)](http://www.doe.virginia.gov/support/student_conduct/functional_assessment_checklist.pdf) (PDF)
		1. [Functional Behavioral Assessment Interview Forms](http://www.doe.virginia.gov/support/student_conduct/fba_interview_forms.pdf) (PDF)
		2. [ABC Observation Form and Functional Assessment Scatterplot](http://www.doe.virginia.gov/support/student_conduct/abc_observation_form_and_scatterplot.pdf) (PDF)
		3. [Problem Behavior Questionnaire](http://www.doe.virginia.gov/support/student_conduct/problem_behavior_questionnaire.pdf) (PDF)
10. Orthopedic Impairment
	1. [Handbook for Occupational & Physical Therapy Services in the Public Schools of Virginia](http://www.doe.virginia.gov/special_ed/iep_instruct_svcs/related_services/handbook_occupational_physical_therapy.pdf) (PDF)
11. Speech or Language Disabilities
	1. [Speech-Language Pathology Services in the Schools: Guidelines for Best Practice](http://www.doe.virginia.gov/special_ed/disabilities/speech_language_impairment/speech_lang_pathology_services.pdf) (PDF)
12. Traumatic Brain Injury
	1. [Virginia's Traumatic Brain Injury Teams](http://www.doe.virginia.gov/special_ed/disabilities/traumatic_brain_injury/tbi_teams.docx) (Word)
13. Visual Impairment - Blindness
	1. [Guidelines For Working With Students Who Are Blind Or Visually Impaired In Virginia Public Schools](http://www.doe.virginia.gov/special_ed/disabilities/sensory_disabilities/visually_impaired_blind/visually_impaired_guidelines.pdf)