



COMMONWEALTH of VIRGINIA  
Department of Education

**DATE:** October 27, 2017  
**TO:** Division Superintendents  
**FROM:** Steven R. Staples, Superintendent of Public Instruction  
**SUBJECT:** **2017-2018 *Individuals with Disabilities Education Act* Proportionate Set-Aside Requirements**

The Virginia Department of Education (VDOE) is required by federal regulation to ensure all school divisions in Virginia comply with Part B of the *Individuals with Disabilities Education Act* (IDEA) §300.133 and Appendix B to Part 300 – Proportionate Share Calculation, which mandates that each school division spend a proportionate amount of its Sections 611 and 619 allocations on providing special education and related services (including direct services) to home-schooled or parentally-placed private school children with disabilities.

The VDOE's Division of Special Education and Student Services (SESS) will continue utilizing a web-based Special Education Proportionate Set-Aside (Speced-PSA) Application for divisions to report their proportionate set-aside calculations for fiscal year 2017-2018. This application must be used to calculate the required set-aside amounts associated with providing special education and related services to children and youth with disabilities who are home-schooled or parentally-placed in private elementary and secondary schools located in the division.

The Speced-PSA Application can be accessed by using the VDOE's Single Sign-on for Web Systems (SSWS) portal. The individual(s) that will be responsible for completing and submitting the PSA information in SSWS will need to contact their local SSWS administrator to gain full access rights. Attachment A provides additional guidance and information for calculating and completing the worksheet.

The collection window for submission of the 2017-2018 proportionate set-aside calculation will open on October 30, 2017, and will close on November 30, 2017. All school divisions are required to complete the web-based application regardless of whether the local education agency (LEA) has students with disabilities who are home-schooled or parentally-placed in private schools.

Questions should be directed to Emily Boothe, Special Education Financial Data Specialist, at [Emilia.Boothe@doe.virginia.gov](mailto:Emilia.Boothe@doe.virginia.gov); telephone (804) 225-2701 or at [Martese.Motley@doe.virginia.gov](mailto:Martese.Motley@doe.virginia.gov); telephone (804) 786-9153.

SRS/egb

**Attachment:**

- A. [Special Education PSA Application Guidance Document](#) (Word)