



COMMONWEALTH of VIRGINIA
Department of Education

September 26, 2014

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

SUBJECT: 2014-2015 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 parentally-placed private school children with disabilities.

The VDOE's Office of Special Education and Student Services (SESS) will continue utilizing a Web-based application Speced-PSA Application for divisions to use to report their proportionate set-aside calculations for fiscal year 2014-2015. 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 that are home-schooled or parentally-placed in private elementary and secondary schools located in the division.

The Special Education Proportionate Set-Aside (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 will provide additional guidance and information for calculating and completing the worksheet.

The collection window for submission of the 2014-2015 proportionate set-aside calculation submission will open on October 6, 2014, and will close on October 27, 2014. All LEAs are required to complete the Web-based application regardless whether the LEA has students with disabilities parentally-placed in private schools or not. A webinar on how to use the Speced-PSA application will be hosted on the following dates: **October 15, 2014, at 2 p.m.** and **October 17, 2014, at 10 a.m.** The webinar may be accessed at the following link: <https://connect20.uc.att.com/EventEntry/Websites/?VaccId=vait&ExEventID=88855182&CT=W>.

Questions should be directed to Tracie L. Coleman, special education budget and finance manager, Division of Special Education and Student Services, at Tracie.Coleman@doe.virginia.gov; telephone (804) 225-2704 or Emily Boothe, special education financial data specialist, Division of Special Education and Student Services, at Emilia.Boothe@doe.virginia.gov; telephone (804) 225-2701.

SRS/egb

Attachment:

A. [Special Education PSA Application Guidance Document](#) (PDF) *Note: attachment revised Oct. 14, 2014*