



How to Participate in Proportionate Share & Child Find Consultation

If you are not a public or charter school here's how to get in the room for the Proportionate Share/Child Find Consultation with the District. This applies to all for-private schools, non-profit private schools, microschools, parochial schools, homeschool parents, co-ops, etc.

To be included in a local public school district's Proportionate Share and Child Find consultation list, the Non Public/Charter director/parent must directly contact the district's Exceptional Student Services (ESS) or Special Education Department, specifically asking for the administrator or coordinator in charge of private school/equitable services.

Steps to Connect with the District

- Find the right contact: Call or email the district's central office or check their website and find the Director of Special Education or the Proportionate Share/Child Find Coordinator.
- Provide school details: Send your school's official name, physical address, contact info, total enrollment numbers, and grade levels served. If you are a homeschool parent please include your physical address, contact info and grade level of your child(ren).
- Verify non-profit status: Note that federal Proportionate Share consultation requirements under IDEA typically prioritize non-profit private schools within district boundaries; for-profit status can change how the district categorizes equitable services.
- Request consultation inclusion: Ask to be added to the annual notification registry for upcoming Proportionate Share consultation meetings and public awareness distribution lists.