



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
 DIVISION OF SPECIAL EDUCATION, COMPLIANCE SECTION
 P.O. BOX 480, JEFFERSON CITY, MO 65102
PRIVATE AGENCY INITIAL APPROVAL APPLICATION

ORGANIZATION INFORMATION				
Legal Name Of The Organization:			Contact Person:	
Address			E-mail Address:	
City	State	Zip Code	Telephone Number ()	Fax Number ()

AGENCY INFORMATION
<p>1. Organizational Information</p> <p>Yes No Does this organization operate under a Board of Directors? Yes No Is this organization approved by any other state agency or accrediting agency?</p> <p>If yes to any of the above statements, please explain:</p>
<p>2. Religious Affiliation</p> <p>Yes No Does the organization observe religious holidays in addition to or in lieu of recognized legal holidays? Yes No Are religious symbols displayed in the area of the program or on the buildings. Yes No Are funds or contributions, if any, received from organizations and/or agencies of a sectarian nature? Yes No Does the curriculum include sectarian instruction? Yes No Are sectarian services held within the agency facilities in conjunction with the educational program? Yes No Do members of the administrative faculty or staff wear distinctive religious garments?</p> <p>If yes to any of the above statements, please explain:</p>

A. DISABILITY AREA TO BE SERVED	MAXIMUM NUMBER OF STUDENTS	AGE RANGE	NUMBER OF CERTIFICATED STAFF	DESE USE ONLY
Autism				
Deaf/Blindness				
Emotional Disturbance				
Hearing Impairment/Deafness				
Mental Retardation				
Multiple Disabilities				
Orthopedic Impairment				
Other Health Impairment				
Speech or Language Impairment				
Specific Learning Disability				
Traumatic Brain Injury				
Visual Impairment/Blind				
Young Child with a Developmental Disability				

B. CLASS SIZE/CASELOADS	
Estimated Number of Students with Disabilities	
Estimated Number of Students without Disabilities	
Number of Classrooms	
Student Staff Ratio	

C. STAFF POSITIONS				NUMBER OF STAFF (FTE)	DESE USE ONLY
Please attach copies of teaching certificates and/or licenses for all staff.					
Administrative Staff					
Certificated Staff					
- Special Educators					
- Regular Educators					
Professional Support Staff (not required)					
- Library Media Staff					
- Guidance/Counseling Staff					
Support Staff					
- Classroom Paraprofessionals					
- One-on-one Paraprofessionals					
Related Service Providers:					
- Occupational Therapy					
- Physical Therapy					
- Speech Therapy					
- Counselors					
Other Staff					
D. FACILITIES					
Yes	No	NA	Inspections are conducted by the following outside agencies/departments:		
			• local fire department	Date:	
			• boiler/furnace inspections	Date:	
			• LP gas inspections	Date:	
			• county health department	Date:	
			• fire extinguishers	Date:	
			• Occupancy permit	Date:	
			• Elevator inspection (if appropriate)	Date:	
Yes	No	NA	This agency conducts the required number of safety drills each year. Documentation confirm the agency has records and/or logs of all safety drills conducted each year listing the numbers of drills and the dates and types of emergency drills for the following:		
			• Fire	Number per year	
			• Tornado	Number per year	
			• Earthquake *	Number per year	
			• Intruder alerts:		
			• Bomb threats		
			• Environmental Hazards		
			• Other threatening situations:		
* Agencies in the following counties are required to have two (2) earthquake drills: Adair, Audrain, Bollinger, Boone, Butler, Callaway, Cape Girardeau, Carter, Chariton, Clark, Cole, Dunklin, Howard, Iron, Jefferson, Knox, Lewis, Lincoln, Macon, Madison, Marion, Mississippi, Monroe, Montgomery, New Madrid, Oregon, Osage, Pemiscot, Pike, Putnam, Ralls, Randolph, Reynolds, Ripley, Schuyler, Scotland, Scott, Shelby, St. Charles, St. Francois, St. Louis, Ste. Genevieve, Stoddard, Warren, Washington, and Wayne.					
E. FOOD SERVICES:					
Yes	No	NA	Will any food services be provided for Missouri students for any purpose? If yes, please explain.		
Yes	No	NA	Are local and/or state inspections required? If so, date:		
F. TRANSPORTATION:					
Yes	No	NA	Will any transportation services be provided for Missouri students for any purpose?		
Yes	No	NA	Transportation is provided in vehicles capable of transporting eleven (11) or more passengers including the driver. If yes, fill out Sections A and B below.		
Yes	No	NA	Transportation is provided in vehicles designed for transporting ten (10) passengers or fewer including the driver. If yes, fill out Section A.		

The agency has the following information on file:				DESE USE ONLY	
Yes	No	NA	A. Vans (capable of carrying 10 passengers or less) and Yellow Buses		
			Current licenses/permits for bus drivers		
			Insurance records (liability/property damage insurance on each bus)		
			Written transportation contracts (dated and signed)		
			Written bus discipline policy		
			Student loading and unloading zones are reviewed for safety concerns		
			Drivers receive eight hours of safety training annually		
Yes	No	NA	B. Yellow Buses		
			Spring and summer inspection reports/results		
			Criminal history background check is completed for all new bus drivers **		
			Written procedures for reporting positive bus driver drug test results to MO Department of Revenue **		
			Pre-trip bus inspections (daily)		
			Evacuation drills are conducted		
** If bus transportation is contracted, bus contractor may be responsible for this, depending on contract provisions.					
For more in depth information on school transportation requirements, refer to the following links: http://dese.mo.gov/divadm/trans/faq.html and http://dese.mo.gov/divadm/trans/adminhandmenu.html .					

General Assurances

This agency will:

1. Maintain student records consistent with the provisions of The Family Educational Rights and Privacy Act (34 CFR 99.1-99.67).
2. Agree to provide and fully implement the procedural safeguards, which exist for students with disabilities under Part B of the IDEA.
3. Provide instruction and related services in accordance with the contractual arrangements with public school systems and Individualized Education Programs of students; at no cost to parents; in compliance with IDEA; and in compliance with Missouri statutory provisions.
4. Have a written code of student conduct that has been shared with the contracting public agency, students and parents.
5. Provide appropriate facilities, equipment, and materials to effectively deliver special education and related services to all students serviced via contract.
6. Ensure equal employment / educational opportunities regardless of race, color, creed, national origin or sex.
7. Comply with appropriate health, safe environment inspections, occupancy, fire safety, and accessibility standards as required by state and local standards and regulations.
8. Agree that transportation program is operated in accordance with all applicable state/local regulations and guidelines.
9. Agree to provide appropriately certificated staff for special education students served.
10. Agree food services program is operated in accordance with all applicable local ordinances and/or state regulations and guidelines.
11. Agree to immediately inform the Department of Elementary and Secondary Education (DESE) in writing of any changes in program/staffing/facilities.

I certify that to the best of my knowledge that the information contained in this application is accurate and complete and that the applicant agency has authorized me to give assurances and to file this application. I further certify that the educational program of said agency is free of regulation and administrative influence by any sectarian, denominational or other religious affiliation.

SEND COMPLETED FORM TO:

Department of Elementary and Secondary Education
 Division of Special Education, Compliance Section
 Post Office Box 480
 Jefferson City, Missouri 65102-0480

NAME (PRINT): _____

SIGNATURE: _____

POSITION TITLE/DATE: _____

DESE USE ONLY	Decision: (Check box) <input type="checkbox"/> Approved without Condition
Supervisor:	(Check box) <input type="checkbox"/> Approved with Condition
Date of Review:	(Check box) <input type="checkbox"/> Not Approved