



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
OFFICE OF SPECIAL EDUCATION - COMPLIANCE SECTION

PRIVATE AGENCY INITIAL APPROVAL APPLICATION

| ORGANIZATION INFORMATION | | | | |
|--------------------------------|-------|----------|-------------------------|-------------------|
| LEGAL NAME OF THE ORGANIZATION | | | CONTACT PERSON | |
| ADDRESS | | | EMAIL ADDRESS | |
| CITY | STATE | ZIP CODE | TELEPHONE NUMBER () | FAX NUMBER () |

INSTRUCTIONS

MAIL completed form to: Department of Elementary and Secondary Education (DESE)
Office of Special Education, Compliance Section
P.O. Box 480, Jefferson City, Missouri 65102-0480

FAX completed form to: 573-751-3910 (Attention: Compliance Section)

QUESTIONS? Contact DESE's Office of Special Education, Compliance Section at 573-751-0699.

AGENCY INFORMATION

1. Organizational Information
 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?

If yes to any of the above statements, please explain:

2. Religious Affiliation
 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?

If yes to any of the above statements, please explain:

| 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 | | | | |
| Intellectually Disabled | | | | |
| Multiple Disabilities | | | | |

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, sexual orientation, national origin, age, veteran status, mental or physical disability, or any other basis prohibited by statute in its programs and activities. Inquiries related to department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Director of Civil Rights Compliance and MOA Coordinator (Title VI/Title IX/504/ADA/ADAAA/Age Act/GINA/USDA Title VI), 5th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; email civilrights@dese.mo.gov.

| | | | | |
|--|--|--|------------------------------|----------------------|
| Orthopedic Impairment | | | | DESE USE ONLY |
| 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) | |
| 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 | | | | DESE USE ONLY |
| 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 confirms 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 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 yes, 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 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 10 passengers or fewer including the driver. If yes, fill out Section A. | DESE USE ONLY | |
|---|----|----|---|----------------------|--|
| The agency has the following information on file: | | | | | |
| Section A. | | | | | |
| Yes | No | NA | 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 | | |
| Section B. | | | | | |
| Yes | No | NA | 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 Missouri 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: https://dese.mo.gov/fags/school%20transportation and https://dese.mo.gov/sites/default/files/sf-AdminHandbook1819.pdf | | | | | |
| GENERAL ASSURANCES | | | | | |
| This agency will: | | | | | |
| <ol style="list-style-type: none"> 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 Individuals with Disabilities Education Act (IDEA). 3. Provide instruction and related services in accordance with the contractual arrangements with public school systems and Individualized Education Programs (IEPs) 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. The agency shall not discriminate based on race, color, religion, gender, sexual orientation, national origin, age, veteran status, mental or physical disability, or any other basis prohibited by statute in its programs and activities. 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 DESE in writing of any changes in program/staffing/facilities.

I certify that to the best of my knowledge 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.

AGENCY REPRESENTATIVE NAME

AGENCY REPRESENTATIVE TITLE

AGENCY REPRESENTATIVE SIGNATURE

DATE

DESE USE ONLY

SUPERVISOR

DATE OF REVIEW

DECISION

- Approved without Condition
- Approved with Condition
- Not Approved