



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
OFFICE OF SPECIAL EDUCATION – SPECIAL EDUCATION COMPLIANCE

PRIVATE AGENCY GENERAL ASSURANCE STATEMENT

LEGAL NAME OF ORGANIZATION			FORM DUE DATE JUNE 1	
CONTACT PERSON	TITLE	TELEPHONE		
EMAIL ADDRESS	WEB ADDRESS	FAX		
BUSINESS ADDRESS	CITY	STATE	ZIP CODE	
PHYSICAL ADDRESS (IF DIFFERENT FROM ABOVE ADDRESS)	CITY	STATE	ZIP CODE	

INSTRUCTIONS

Read and review each assurance below. The form must be signed by the Authorized Representative annually by the **Due Date** above.

MAIL or FAX the completed form to: Special Education Compliance
Missouri Department of Elementary and Secondary Education
PO Box 480
Jefferson City, MO 65102 or Fax 573-526-5946.

QUESTIONS: Contact Special Education Compliance at 573-751-0699 or secompliance@dese.mo.gov

ASSURANCES

The authorized representative assures the Department of Elementary and Secondary Education (Department) that the Private Agency shall:

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

SIGNATURE OF AUTHORIZED REPRESENTATIVE	DATE
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DEPARTMENT USE ONLY

APPROVED WITHOUT CONDITIONS APPROVED WITH CONDITIONS DISAPPROVED

SECTION APPROVAL SIGNATURE	DATE
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The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability 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, Office of the General Counsel, Coordinator – Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6th 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.