



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](mailto:civilrights@dese.mo.gov).

Orthopedic Impairment				<b>DESE USE ONLY</b>
Other Health Impairment				
Speech or Language Impairment				
Specific Learning Disability				
Traumatic Brain Injury				
Visual Impairment/Blind				
Young Child with a Developmental Disability				
<b>B. CLASS SIZE/CASELOADS</b>				
Estimated Number of Students with Disabilities				
Estimated Number of Students without Disabilities				
Number of Classrooms				
Student Staff Ratio				
<b>C. STAFF POSITIONS</b>				<b>NUMBER OF STAFF (FTE)</b>
<b>Please attach copies of teaching certificates and/or licenses for all staff</b>				
<b>Administrative Staff</b>				
<b>Certificated Staff</b>				
Special Educators				
Regular Educators				
<b>Professional Support Staff (not required)</b>				
Library Media Staff				
Guidance/Counseling Staff				
<b>Support Staff</b>				
Classroom Paraprofessionals				
One-on-one Paraprofessionals				
<b>Related Service Providers</b>				
Occupational Therapy				
Physical Therapy				
Speech Therapy				

Counselors				<b>DESE USE ONLY</b>
Other Staff				
<b>D. FACILITIES</b>				
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.				
<b>E. FOOD SERVICES</b>				
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:	
<b>F. TRANSPORTATION</b>				
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.	<b>DESE USE ONLY</b>	
<b>The agency has the following information on file:</b>					
<b>Section A.</b>					
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		
<b>Section B.</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: <a href="https://dese.mo.gov/fag-categorization/school-transportation">https://dese.mo.gov/fag-categorization/school-transportation</a> <a href="https://dese.mo.gov/financial-admin-services/student-transportation/administrators-handbook">https://dese.mo.gov/financial-admin-services/student-transportation/administrators-handbook</a>					
<b>GENERAL ASSURANCES</b>					
This agency will:					
<ol style="list-style-type: none"> <li>1. Maintain student records consistent with the provisions of the Family Educational Rights and Privacy Act (34 CFR 99.1-99.67).</li> <li>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).</li> <li>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.</li> <li>4. Have a written code of student conduct that has been shared with the contracting public agency, students and parents.</li> <li>5. Provide appropriate facilities, equipment and materials to effectively deliver special education and related services to all students serviced via contract.</li> <li>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.</li> <li>7. Comply with appropriate health, safe environment inspections, occupancy, fire safety and accessibility standards as required by state and local standards and regulations.</li> <li>8. Agree that transportation program is operated in accordance with all applicable state/local regulations and guidelines.</li> <li>9. Agree to provide appropriately certificated staff for special education students served.</li> </ol>					

- 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
<b>DESE USE ONLY</b>	
SUPERVISOR	DATE OF REVIEW
DECISION <input type="checkbox"/> Approved without Condition <input type="checkbox"/> Approved with Condition <input type="checkbox"/> Not Approved	