



COMMONWEALTH of VIRGINIA
Department of Education

DATE: November 2, 2018

TO: Division Superintendents

FROM: James F. Lane, Ed.D., Superintendent of Public Instruction

SUBJECT: 2018-2019 Individuals with Disabilities Education Act Proportionate Set-Aside Requirements

The Virginia Department of Education (VDOE) is required by federal regulation to ensure all school divisions in Virginia comply with Part B of the *Individuals with Disabilities Education Act* (IDEA) §300.133 and Appendix B to Part 300 – Proportionate Share Calculation, which mandates that each school division spend a proportionate amount of its Sections 611 and 619 allocations on providing special education and related services (including direct services) to home-schooled or parentally-placed private school children with disabilities.

The VDOE, Division of Special Education and Student Services (SESS) will continue utilizing a web-based Special Education Proportionate Set-Aside (Speced-PSA) Application for divisions to report their proportionate set-aside calculations for fiscal year 2018-2019. This application is used to calculate the required set-aside amounts associated with providing special education and related services to children and youth with disabilities who are home-schooled or parentally-placed in private elementary and secondary schools located in the division.

The Speced-PSA Application can be accessed by using the VDOE, Single Sign-on for Web Systems (SSWS) portal. The individuals that will be responsible for completing the worksheet and submitting the PSA information in SSWS will need to contact their local SSWS administrator to gain full access rights.

A recent upgrade was also made to the application to eliminate paper verification reports. As such, Division Superintendents or Designees must access the Superintendent Data Collection Approvals (SDCA) Application to approve or disapprove submissions.

Attachment A provides additional guidance and information for completing the worksheet and the Superintendent's access to SDCA.

The collection window for submission and approval of the 2018-2019 proportionate set-aside calculation will open on November 5, 2018, and will close on December 7, 2018. All school divisions are required to complete the web-based application even if the division has no eligible students with disabilities that are home-schooled or parentally-placed in private schools.

Questions should be directed to Emily Boothe, Special Education Financial Data Specialist, at Emilia.Boothe@doe.virginia.gov; telephone (804) 225-2701.

JFL/egb

Attachment:

- A. [Special Education PSA Application Guidance Document \(Word\)](#)