

PENNSYLVANIA DEPARTMENT OF EDUCATION
OFFICE OF ELEMENTARY AND SECONDARY EDUCATION
May 16, 2016
PENN*LINK

TO: School District Superintendents
School District Special Education Directors
Intermediate Unit Executive Directors
Intermediate Unit Special Education Directors
Charter School Chief Executive Officers
Charter School Special Education Directors
Approved Private School Program Directors
Chartered Schools for the Deaf and Blind Chief Executive Officers

FROM: Patricia Hozella, Director
Bureau of Special Education

SUBJECT: Clarification of Responsibilities Relating to “Host” Districts, “Resident” Districts and the Use of the Request for Change in Approved Private School Assignment (PDE-4011)

This Penn*Link is being sent to clarify the differences in programmatic and financial responsibility in two situations:

- 1) where a public agency places the child in a residential educational facility in another district;
- and
- 2) where a student’s district of residence places the child.

The district where the residential facility is located is referred to as the “host” district. The district where the child’s parents reside is referred to as the “resident” district.

PROGRAMMATIC AND FINANCIAL RESPONSIBILITY

Placement by a Public Agency

When a student is residentially placed by a public agency in a facility outside of the district where his/her parents reside, that student is eligible for services as set forth by 24 P.S. Section 13-1306 of the Public School Code.

As stated in the School Code, under the above circumstance, the “host” district is responsible for providing appropriate educational programs as well as transportation and any support services necessary to ensure the provision of a free appropriate public education (FAPE). To meet this provision, the “host” district may review the Individualized Education Program (IEP), conduct an evaluation or reevaluation, review all existing data, and/or utilize existing placement options located in the “host” district, Intermediate Unit (IU) or other educational entities such as an Approved Private School (APS) and Chartered School for the Deaf and the Blind (CS). The “host” district is encouraged to invite the “resident” district to participate and provide insight as the student’s program is developed and delivered.

The “host” district is also responsible for financing the educational program for the student and may charge the “resident” district for the education costs (see the Basic Education Circular on Nonresident Students in Institutions — 24 P.S. Section 13-1306). In such 1306 cases, the “resident” district’s responsibilities include providing payment to the “host” district for educational services and staying informed of the educational services being provided to a student eligible for special education.

Placement by a School District

In contrast, in cases where the student’s “resident” district initiates the placement of the child in an educational setting outside the local education agency (LEA) and provides transportation, there is no responsibility incurred by the “host” district. If the residential placement, such as in an APS or CS, was made by the “resident” district, that district would continue to have educational and financial responsibility for the student and Section 1306 would not apply.

Use of the PDE-4011

The use of the PDE-4011 informs the Pennsylvania Department of Education (PDE) of certain student-related changes that impact financial responsibility. It is used and initiated by the “resident” LEA to report:

- Students withdrawing from the APS or CS.
- Program changes in tuition status, such as day to residential, five (5) day to seven (7) day, etc.
- A change in the residence of the child’s parents from one LEA to another LEA.

This form is not to be used under any other circumstances.

PDE will deduct 40 percent of the tuition costs of PDE-approved students from the “host” district’s state basic education subsidy. LEAs will receive yearly deductions on or about June 1st of each year. This amount then can be billed back to the student’s “resident” district.

If you have any questions or require assistance, please contact Dr. Ron Wells by phone at 717.783.6882 or by e-mail at ronwells@state.pa.us.

References:

24 P.S. 13-1302

24 P.S. 13-1306