



Proportionate Share Tracker Instructions At-A-Glance

BEFORE GETTING STARTED:

- Unshaded cells are for data entry.
- Shaded cells are automatically calculated.

- Use *Copy* (Ctrl + C) and *Paste* (Ctrl + V) for moving or copying data,
- Using *Cut* (Ctrl + X) will result in errors.

- Save (Ctrl + S) your work often.
- For questions or assistance, contact the NCSI Fiscal Support Team at NCSI@wested.org.

LEA Template for Tracking Child Count and Proportionate Share Data for Parentally Placed Private School Students with Disabilities

LEA Information

Rows 4 – 9: Enter LEA data.

Rows 15 – 16: Once the total proportionate share amount has been determined, enter the total amount of IDEA Part B Section 611 and/or 619 Funds the LEA is allocating or has expended for Equitable Services.

Row 21: Include the initials of the LEA contact for verification.

Private School Details

Rows 27 – 75: Enter one private school on each row.

Columns B – F: Include details for each private school under the LEA's jurisdiction.

Proportionate Share Calculation

Columns G – H: Enter prior year private school child counts including the total number of children enrolled and eligible regardless of whether or not they were served.

Note that the per-school amounts are for information only, the LEA is not obligated to spend a specific amount in each school.

Current Year Child Find Data

Columns J – M: Enter private school child find data for the year which the proportionate share funds will be calculated for. This only includes children who participated in child find activities in that school year.

Timely and Meaningful Consultation

Columns N – R: Enter meaningful consultation data for the year which the proportionate share funds will be calculated for. Note that parents as well as private school representatives can represent parents' interest.

The total proportionate share of funds, for section 611, 619 and combined, that the LEA must spend on parentally placed private school children will be calculated in rows 11-13. The LEA maintains the flexibility to use any portion of its IDEA Part B Section 611, Section 619, or combination to meet requirements if the total equals the required amount. Rows 15 and 16 allow the LEA to report the funds allocated and/or expended, row 17 is a validation check. The total proportionate share of funds that an LEA may elect to allocate each private school under its jurisdiction based on the total number of enrolled and eligible children will be calculated in cells I22 – J70. Row 76 is included as a validation check.

SEA Template for Tracking Child Count and Proportionate Share Data for Parentally Placed Private School Students with Disabilities

SEA Information

Rows 4 – 6: Enter SEA data and the fiscal year for which the proportionate share funds will be calculated for.

LEA Details

Rows 13 – 60: Enter one LEA on each row.

Columns B – F: Enter LEA data including the FY IDEA Part B subgrant amounts and prior year FY LEA child counts.

Proportionate Share Calculation

Columns G – H: Enter prior year private school counts including the total number of children enrolled and eligible regardless of whether or not they were served.

Columns L – M: Enter the amount of Section 611 and 619 funds to be allocated or expended on Equitable Services by each LEA.

Current Year Child Find Data

Columns O – Q: Enter child find data including children evaluated, found eligible, and under services plan. This only includes children who participated in child find activities in the year for which the proportionate share funds will be calculated for.

Column R: Enter the date that documentation of consultation was received by the SEA where a Written Affirmation was not provided to the LEA by participating private school representatives.

Additional Data

Column S: Enter any notes or concerns related to the LEA.

The total proportionate of share funds, for both section 611 and 619, that each LEA must spend will be calculated in cells I13 – K60. Cells N13 – N60 is a validation check.