

Collaboration of Public and Private Instructional Personnel: According to state statute, parents have the right to pay for a licensed outside provider to observe and/or provide services within the school setting. For us to allow outside agencies/personnel access to our students, the child's guardian must complete a Collaboration of Public and Private Instructional Personnel Process 1.10.2018 and ESE-Collaboration Form. **ALL private providers even if they previously had access to students through other forms of permission must now complete this process.** Forms are available in the front office. Please be patient as the paperwork is processed through the district. Thank you!

Collaboration of Public and Private Instructional Personnel Process

Parent/Guardian makes a request that services provided by a parentally paid, outside provider be delivered at the school



School will provide the Parent/Guardian with Form 2014-009 VCS (*Collaboration of Public and Private Instructional Personnel*) with directions to return the completed form to the school



Parent or Provider will return the completed form to the school and personnel will in turn send the form to the Director of ESE and Student Services



Director of ESE and Student Services or designee will contact the provider to gather appropriate licensing documents and will provide directions for level two background check



Provider, at their expense, will complete the level two background check through Volusia County School District unless the license requirements for the provider includes a level two background check with another agency (i.e. DCF)



Successful clearance of the background check will be shared with the Director of ESE and Student Services and his/her designee



After all requirements (licensing and background check) are verified and documented, the school based administrator will be contacted so that the time and location for services can be mutually arranged with the provider (outside services cannot interrupt core instruction or any IEP services)



A copy of the completed and verified *Collaboration of Public and Private Instructional Personnel* form will be sent back to the school and a copy should be placed in the student's cumulative folder. If the student is also a student with a disability, a copy of the form should also be placed in the pink folder