

Procedures for Collaboration of Public and Private Instructional Personnel

Citation:

Section 1003.572 Florida Statutes indicates that private instructional personnel who are hired or contracted by parents to collaborate with public instructional personnel must be permitted to observe the student in the educational setting, collaborate with instructional personnel in the educational setting, and provide services in the educational setting according to the following requirements:

- (a) The student's public instructional personnel and principal consent to the time and place.
- (b) The private instructional personnel satisfy the requirements of s.1012.32 or s.1012.321.

Definition:

As used in this statute, the term "private instructional personnel" means:

- (a) Individuals certified under s.393.17 or licensed under chapter 490 or chapter 491 for applied behavior analysis as defined in ss.627.6686 and 641.31098.
- (b) Speech-language pathologists licensed under s.468.1185.
- (c) Occupational therapists licensed under part III of chapter 468.
- (d) Physical therapists licensed under chapter 486.
- (e) Psychologists licensed under chapter 490.
- (f) Clinical social workers licensed under chapter 491.

Procedures:

1. Parent/legal guardian/educational surrogate must inform the student's school of the request for private/public collaboration. Completion and submission of a *Private Service Provider Access Request Packet* is required. The packet is revised annually. This packet is available at schools and on the DCPS website (<https://dcps.duvalschools.org/Page/17846>) and includes:
 - a. *Private Service Provider Access Agreement* (to be signed by provider, parent/legal guardian/educational surrogate and principal)
 - b. *Parental Consent - Private Service Provider, Exhibit "A"* form (completed by parent/legal guardian/educational surrogate)
 - c. *Fingerprint Instructions* (Private Provider will be fingerprinted, and background screened at the Private Provider's own expense)
2. Parent/Private Service Provider submits a completed packet (one for each student the provider is requesting to provide services), utilizing the current forms as listed above, to the District Office for processing. Principal signature will be obtained by the DCPS District Office and not the private provider. Packets may be submitted via email to Julie Overstreet (overstreetj@duvalschools.org). If an agency is representing the parent, the agency representative must review the PSP application documents for legibility, accuracy and completeness of the information on the application PRIOR to submission to DCPS. Failure to provide a legible complete

application with accurate information will result in the application being returned to the sender and a considerable delay in processing and/or approval. Documents reflecting alteration or photocopying of information, signature(s) and/or dates will be returned to obtain required information and require resubmission, resulting in a delay of processing and approval. Additionally, submission of a packet consisting of any non-current forms will be returned and will result in a delay of the process.

3. District Office will process the packet (including verifying licensure and whether the PSP meets the statutory definition for “Private Instructional Personnel”)
4. The District Office will determine the need for coordination of DCPS provided support, if applicable.
5. Upon notification of background screening clearance, the District Office will:
 - a. input Private Instructional Personnel into approved database,
 - b. transmit the *Private Service Provider (PSP) Access Agreement to the school for principal signature* (includes *Exhibit “A”*)
6. Principal will make two copies of the final signed *Private Instructional Personnel (PIP) Access Agreement, including Exhibit “A” for distribution as follows:*
 - a. *Original – File in cumulative folder*
 - b. *Copy to parent/guardian/educational surrogate*
 - c. *Copy to District Office (may be scanned and sent via email)*
7. District Office staff will notify PSP that she/he has been cleared to provide services and to come in to pick up his/her DCPS ID Badge.
8. PSP will then contact School, as directed via email, to coordinate contact with the student. **A valid DCPS issued ID badge will be required in order to gain access to school property to provide services.**

NOTE:

1. Upon final approval, the signed *Private Service Provider (PSP) Access Agreement, including Exhibit “A”*, MUST be filed in the student’s cumulative folder in order for services to be provided by the private service provider.
2. A *Parental Consent - Private Service Provider* form must be completed for each student, regardless of whether the PSP has been previously cleared and badged to see other students in DCPS.
3. The DCPS badge will be valid for five (5) calendar years. Upon expiration, the PSP will need to sign a new agreement and be re-screened in order to obtain a new badge.
4. The DCPS Private Service Provider approval is specific to the student listed in the application and once approved is valid for only the current school year and Extended School Year, if applicable. A new PSP packet must be submitted for approval annually if the private provider is seeking to provide services to an individual student the following school year.
5. Should the student transfer and enroll in another DCPS school, a new completed PSP application (Exhibit A – 2 pages, Access Agreement – 5 pages) must be submitted and approved by DCPS prior to accessing the student at the new site.