

Proportionate Share Calculation Worksheet

Fiscal Year 2024–25, Resource Code 3310

Special Education Local Plan Area (SELPA) Name

SELPA Code

Multi-district SELPAs must submit the Proportionate Share (PS) Calculation Worksheet and the allocation breakdown of the PS funds for the SELPA member local educational agencies (LEA).

Pursuant to Grant Award Notification Form AO-400, condition 5, payment will be withheld from the grantee pending receipt of the PS Calculation Worksheet, Assurance and Allocation breakdown worksheet of the PS funds for its member LEAs receiving Individuals with Disabilities Education Act (IDEA) 611 Part B Resource 3310 funds.

Step 1:

In order to perform an accurate PS calculation, please adhere to the following guidelines and complete the calculation below:

- The LEA where parentally-placed children with disabilities, ages three through twenty-one, attending private schools *that meet the State's definition of elementary school or secondary school* is located is responsible for child find and providing special education and related services.
- LEAs must use the PS of their IDEA 611 Part B Resource 3310 funds to provide special education and related services to parentally-placed children with disabilities enrolled in private schools and who attend private schools located in the LEA. There is no exception for out-of-state parentally-placed children with disabilities attending private schools located in the LEA. Therefore, out-of-state parentally-placed children with disabilities must be included in the group of parentally-placed children with disabilities whose needs are considered in determining which parentally-placed private school children with disabilities will be served and the types and amounts of services to be provided.
- LEAs must spend the entire PS of IDEA 611 Part B Resource 3310 funds on parentally-placed private school children with disabilities, regardless of the availability of state and local funds. In other words, state and local funds can no longer be used as a substitute for the PS of IDEA 611 Part B Resource 3310 funds.

Step 2:

The following PS calculations of IDEA funding are based on the California Longitudinal Pupil Achievement Data System (CALPADS) codes, as indicated in the items below:

- A. Indicate the CALPADS total child count for Code 100 individualized education program (IEP) children who are IDEA-eligible children with disabilities with an IEP and enrolled in the SELPA's member LEAs, between the ages of

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three and twenty-one, reported on the CALPADS Census
Day October 6, 2023.

B. Indicate the combined unduplicated total of students using
the following data sources.

Use CALPADS to find the following students (anytime from
July 1, 2023–June 30, 2024 –EOY reports):

- Students who are served on ISPs
(Plan Type 200) anytime from July 1–June 30, 2024
 - Special Education Status = 1– Eligible and
Participating and Plan Type Code = 200 (Report
16.14)
- Students who are enrolled in private schools (based on an
enrollment record in CALPADS from July 1–June 30, 2024)
who were evaluated and determined to be eligible but are
not participating
 - School of Enrollment = '0000002' (Private School
Group) and Special Education Status = 2– Eligible,
Not participating or 3– Eligible, Not Enrolled (ODS–
SSID Enrollment and SWDS Extracts)

Use local special education data systems to find the following
students:

- Students enrolled in private schools who were evaluated in
the two prior years (2021–22 and 2022–23) and whose
parents continue to decline the LEA's offer of FAPE. These
students remain eligible for a period of three years until they
have their triennial eligibility reevaluation.

**If the SELPA's member LEA Item B child count is zero, then
the grantee must complete and submit a copy of the PS
Assurance.**

C. Combine child counts from Items A and B for the total child
count of IDEA-eligible children with disabilities with an IEP
and enrolled in the SELPA's member LEAs and children
who are IDEA-eligible parentally-placed children with
disabilities enrolled in elementary or secondary private
schools within the LEA's boundaries, between the ages of
three and twenty-one.

D. SELPA's 2024–25 IDEA 611 Part B Resource 3310 Grant
Amount

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Step 3:

The following PS calculations will be completed and auto-populated based on the information provided on the previous page:

Item D 2024–25 Resource 3310 Allocation	Divided by	Item C Total IDEA Eligible Children	Equals	Average Allocation Per IDEA Eligible Child
\$ <input type="text" value="0.00"/>	÷	<input type="text" value="0"/>	=	\$ <input type="text" value="0.00"/>

Average Allocation Per IDEA Eligible Child	Multiplied by	Item B Total Parentally Placed Eligible Children	Equals	2024 Total Proportionate Share*
\$ <input type="text" value="0.00"/>	×	<input type="text" value="0"/>	=	\$ <input type="text" value="0.00"/>

*The PS is the minimum amount of Resource 3310 funds the grantee or sub recipient(s) must expend for parentally-placed children with disabilities. The LEA's 2024–25 Total PS must be reported on the Expenditure Report, Resource 3311, and fully expended by September 30, 2026. To avoid any potential discrepancies in the total PS amounts, do not alter the auto-populated calculations. Please adhere to the instructions explicitly outlined in Steps 2 and 3.

The signature of an authorized agent conveys agreement with, and accuracy of, the information provided.

Signature of Authorized Agent Date Signed

Printed Name and Title of Authorized Agent

Contact Person's Name

Contact Person's Email

Contact Person's Telephone Number