

# Proportionate Share Calculation Worksheet

Fiscal Year 2024–25, Resource Code 3315

Special Education Local Plan Area (SELPA) Name

SELPA Code

Multiple district special education local plan areas (SELPAs) must submit the Proportionate Share (PS) Calculation Worksheet and the allocation breakdown of the PS funds for the SELPA member local educational agencies (LEAs).

Pursuant to AO-400 grant condition 5, payment will be withheld from the grantee pending receipt of the PS Calculation Worksheet, Assurance, and allocation breakdown of the PS funds for its member LEAs receiving Individuals with Disabilities Education Act (IDEA) 619 Part B Resource 3315 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 the parentally-placed children with disabilities ages three through five on an Individualized Service Plan (ISP) attending private preschools that meet the definition of elementary school is located, is responsible for child find and providing special education and related services.  
**Please note:** A preschool program that is part of a TK and above private school meets the state definition of elementary school. A stand-alone private preschool **does not** meet the state definition of elementary school.
- LEAs must use the PS of their IDEA 619 Part B Resource 3315 funds to provide special education and related services to parentally-placed children with disabilities enrolled in private preschools and who attend private preschools 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 preschool children with disabilities will be served and the types and amounts of services to be provided.
- LEAs must spend the entire PS of IDEA 619 Part B Resource 3315 funds on parentally-placed private preschool 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 619 Part B Resource 3315 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:

*Note: Item C will auto-sum Items A and B*

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 3 and 5, reported on the CALPADS October 2023 Census Day.

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.

Please note: The LEA should not count students ages three through five enrolled by their parents in a stand-alone private preschool. As these students receive an IEP.

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

C. Combine Items A and B child count for the total child count of IDEA-eligible children with disabilities with an ISP and enrolled in the SELPA's member LEAs and children who are IDEA-eligible parentally-placed children with disabilities enrolled in private preschools that meet the definition of elementary schools within the LEA's boundaries, between the ages of three and five.

D. SELPA's 2024–25 IDEA 619 Part B Resource 3315 Grant Amount:

\$

**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 3315 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 3315 funds the grantee or sub recipient(s) must expend for parentally-placed children with disabilities. The SELPA’s 2024 Total PS must be reported on the Expenditure Report, Resource 3317, and fully expended by September 30, 2026. In an effort to avoid any potential discrepancies in 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