

Georgia Department of Education	IDEA Proportionate Share Waiver Request	Division of Special Education Services and Supports
--	--	--

District name:	Phone:
Name of person completing the form:	Signature:
E-mail address:	Date:

	Fiscal Year(s)	Amount
Proportionate Share Obligation		
Proportionate Share Waiver		

Overview

Under [34 CFR § 300.133\(a\)](#), each local education agency (LEA) is required to spend a minimum amount of its subgrant under Part B of the IDEA on parentally-placed private and home school children with disabilities. An LEA should make every effort to spend the proportionate share funds each year. If an LEA is unable to expend the entire proportionate share funds, the LEA must carry over the unexpended funds for one additional year. If, after the carry-over period, the LEA is unable to expend the entire proportionate share and has met the equitable services requirements in [34 CFR §§300.129 through 300.144](#), the LEA may be eligible for a waiver. Waivers are an exception, and reasons for it should be clearly documented by the LEA.

Instructions

Please complete the waiver form and email it along with supporting documentation to the LEA’s Budget Liaison for approval. Be sure to send student identifiable information via the GaDOE portal email system. The Budget Liaison will review the documentation and respond. Additional documentation may be necessary.

Please select all the equitable services requirements that were met during the *applicable years* and provide documentation as evidence of compliance with [34 CFR §§300.129 through 300.144](#).

1. Timely and meaningful consultation: an invitation to private and home school representatives, advertising of consultation, consultation agenda, attendance sheet, signed written affirmation form, and other communication evidence
2. Child Find activities for private and home school students
3. Proportionate share expenditures: detailed expenditure reports for proportionate share
4. Services plans for students receiving or had received services
5. Provision of services: contract for contracted service providers, schedules, email, communication log, etc.

Please provide a detailed explanation outlining the steps taken to expend the proportionate share carryover funds and a rationale for any unexpended funds.