



STATE OF MAINE
DEPARTMENT OF EDUCATION
23 STATE HOUSE STATION
AUGUSTA, ME 04333-0023

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

Letter of Notification/Instruction

July 27, 2023

Dear Special Ed Director with students placed at a Special Purpose Private School:

The Maine DOE is required under federal law to monitor special education programs and services for students with disabilities as described under Section 616 of the 2004 Amendments to the Individuals with Disabilities Education Act (IDEA).

One or more of the Special Purpose Private Schools (SPPS) that currently have students from your school system are scheduled to be reviewed as part of the General Supervision System for the 2023-2024 school year. The SPPS monitoring team is made up of the Coordinator and Education Specialist for Special Purpose Private Schools as well as an Education Specialist for Federal Programs. SPPS monitoring is similar to public school monitoring. A desk audit and site visit will provide the information necessary to enable the Maine DOE to determine the program's continued approval as a Special Purpose Private School.

It is likely that IEPs from your district will be reviewed either in a self-audit done by the SPPS or during the DOE site visit. The student file reviews will be conducted in collaboration with the federal program team using an adapted version of the public-school spreadsheet based on MUSER requirements. Note – only the portions of the IEP relevant to the SPPS monitoring will be evaluated on the IEPs that are selected for the file review. Isolated deficiencies discovered during the file review that impact the provision of FAPE will be reported to the federal monitoring team, who will work with the applicable SAU to address corrective activity. In addition to the file review, the team will also tour the facility, observe classes, and conduct interviews with administration, teaching staff, related service providers, and students. Any findings that effect continued approval status will be outlined in Letters of Findings that will be sent to you and the SPPS. SPPS corrective activity related to SPPS findings is for future work, rather than fixing past errors.

All Special Purpose Private Schools in the cohort have been asked to attend an informational webinar on August 17, 2023 from 9:00 - 12:00 that will outline the process, expectations, and outcomes. You are welcome to join us if you would like to participate. The webinar will be recorded if you have a conflict in your schedule and would like to view it at a later time.

Join Zoom Meeting

<https://mainestate.zoom.us/j/81278002061?pwd=TzIHY2NSQjJVVyNjMy9ac21SZjFWdz09&from=addon>

Meeting ID: 812 7800 2061

Passcode: 88997107

If you have any questions about the process or what you will be responsible for, don't hesitate to reach out to me at Sarah.Ferguson@maine.gov or (207) 592-6498 or Mary Adley at mary.adley@maine.gov or (207) 624-6671.

Sincerely,

Sarah Ferguson
State Agency Education Specialist III

Enc: 23-24 Monitoring Cohort List