



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

JANET T. MILLS  
 GOVERNOR

A. PENDER MAKIN  
 COMMISSIONER

MM/DD/YY

DIRECTOR NAME, Director of Special Education  
 CWS SCHOOL  
 P O BOX/STREET ADDRESS  
 CITY/STATE/ZIP

Dear (DIRECTOR NAME),

The purpose of this letter is to inform you that your school administrative unit (SAU) will be reviewed as part of the General Supervision System for the (NUMERIC) school year, as outlined in the August 25, 2017, version of Maine’s Unified Special Education Regulations (MUSER).

The Maine Department of Education (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). The purpose of this letter is to outline the components of the review.

I recognize that your School Administrative Unit (SAU) does not operate any schools, however, the SAU remains responsible for the provision of FAPE-Free Appropriate Public Education. The review of your students’ records requires a process adopted specifically for SAUs that do not operate any schools and whose students with disabilities are enrolled in other SAUs.

The items that are required to be provided or made accessible by each selected SAU are outlined below. The documents outlined below must be received by the Maine DOE team **no later than (ALPHA DATE)**

Responsible Party		Indicator/item to be collected	Monitoring Tool #	How item will be monitored
Maine DOE	SAU			
	X	Required Policies & Procedures	CSW1 & 2	SAU will submit copy of Referral/Pre-Referral and Child Find policies and procedures.
X	X	Child Count List	CWS3	SAU will submit a list of identified students and list of schools in which these students are receiving FAPE.
	X	IEP Fund Authorization Letters	CWS4	SAU will submit copies of IEP Fund Authorization letters for all who are designated to commit funds.

Upon receipt of the list of students noted above (Child Count List), we will request additional records from the SAUs where these students are enrolled. Then, instead of a site visit, we will conduct a desk audit of those records.

Maine DOE will review the requested materials. Letters of Finding will be generated by (**ALPHA DATE**), identifying any area(s) of noncompliance. SAUs that are found to have areas of noncompliance will receive a Corrective Action Plan (CAP) including activities to address the findings. It is likely that coordination between the SAU and attending school will be necessary in order to complete the CAP requirements. All CAP activities must be completed, documentation sent to Maine DOE and correction verified according to the schedule to be provided with the letter of findings.

Please submit all material in one of the following ways:

Email: [Monitoring.DOE@maine.gov](mailto:Monitoring.DOE@maine.gov)

Mail: Maine Department of Education  
Attention: Julie Pelletier  
23 State House Station  
Augusta, ME 04333-0023

For further information, please contact Colette Sullivan at /(207) 624-6689/[Colette.Sullivan@maine.gov](mailto:Colette.Sullivan@maine.gov) or Jennifer Gleason at (207) 624-6847/[Jennifer.Gleason@maine.gov](mailto:Jennifer.Gleason@maine.gov)

Sincerely,

(DOCUSIGN SIGNATURE)

Colette Sullivan  
Federal Program Coordinator

EF/CS/jp

cc: (SUPERINTENDENT NAME), Superintendent of Schools