



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  
REGIONAL PROGRAM  
P O BOX/STREET ADDRESS  
CITY/STATE/ZIP

Dear (DIRECTOR NAME),

The purpose of this letter is to inform you that your Regional Program 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.

The items that are required to be provided or made accessible by each selected regional program are outlined below. Related service provider's grids outlined below must be received by the Maine DOE team **no later than (ALPHA DATE)**. This information may be submitted via email or regular mail. The DOE on-site review will occur during DOE's scheduled visit at the regional program.

**Desk Audit:**

- ❖ Related services: The template to document related services will be sent to you by Leora Byras no later than (ALPHA DATE).
- ❖ Please have each provider complete the document for any 5-week period between (ALPHA DATE) through (ALPHA DATE).

**Site Visit:**

- ❖ A copy of the checklist the monitoring team will use for the on-site visit is on the Monitoring/General Supervision webpage. During the on-site visit the team will be looking for the following:
  - Written Notice of the placement at the program
  - All Written Notices since placement and within at least the last 3 years, including Written Notice of 30-day review (if within 3 years)
  - IEPs in effect at placement (if within 3 years)
  - All IEPs since placement and within at least the last 3 years, including current IEPs
  - Transition Plans (if applicable)
  - Copy of recent evaluations(s)

**We anticipate an On-site visit will be scheduled after (ALPHA DATE/MM/YY).**

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  
Attn: 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 Leora Byras at (207) 624-6618/[Leora.Byras@maine.gov](mailto:Leora.Byras@maine.gov).

Sincerely,

(DOCUSIGN SIGNATURE)

Colette Sullivan  
Federal Program Coordinator

EF/CS/jp

cc: (SUPERINTENDENT NAME), Superintendent of Schools