MM/DD/YY

NAME, Director of Special Education

SCHOOL

MAILING ADDRESS

TOWN, STATE, ZIP

Dear XXXXXXXXX,

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 2019-2020 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 children 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 school administrative unit (SAU) are outlined below. All documents are due **by October 31, 2019.** Documents and information needed to complete the Desk Audit can be found on the Maine DOE Website **(LINK TBD).** These items may be submitted via email or regular mail. The On-site review will occur during DOE’s scheduled visit at the SAU. The SAU site visit will be determined based on the following desk audit items:

* Policies and Procedures, including:
  + Accuracy Document
  + IEP Fund Authorization Letter(s)
* Child Find (B11)
  + 10 initial referrals, including
    - B11 Tracking Tool
    - Parental Consent to Evaluate
    - WN or AWN documenting Procedural Safeguards
    - 1st page of EACH completed evaluation
    - 2018-2019 and 2019-2020 school calendars with snow days etc. documented
    - 1 Speech/Language Eligibility Form with WN
    - 3 Learning Disability Evaluation Forms with WNs
    - 3 Adverse Effect Forms with WNs
* Transition Plans (B13)
  + 2 Screener Submissions
  + 1 Letter of Assurance (Summary of Performance)

|  |  |  |  |
| --- | --- | --- | --- |
| **Electronic Monitoring Tool (EMT) #** | **Item**  **(State Performance Plan Indicator)** | **How evidence will be collected** | |
| **SAU self-assessment**  **(# based on**  **Child Count)**  ***and***  **DOE evaluation of self-assessment to determine on-site visit** | **Desk Audit**  ***Send to DOE*** |
| RAE1 | Results of initial or most recent evaluations | Self-assessment  On-site review  (if necessary) |  |
| APG1-APG5 | Academic Performance - IEP Section 5 | Self-assessment  On-site review  (if necessary) |  |
| SBG1, SBG3, SBG4, SBG5 | Standards-Based Goals | Self-Assessment  On-site review  (if necessary) |  |
| FDP1-FDP6 | Functional/Developmental Performance - IEP Section 5 | Self-assessment  On-site review  (if necessary) |  |
| SVC1 | Special Education and Related Services | Self-assessment  On-site review  (if necessary) |  |
| LRE1 & LRE2 | Least Restrictive Environment-  IEP Section 8 and WN | Self-assessment  On-site review  (if necessary) |  |
| DIB1 | IEP reflective of disability | Self-assessment  On-site review  (if necessary) |  |
| OOU1-OOU5, OOU7, OOU9, OOU12 | Out-of-Unit Placements | Self-assessment |  |
| TRA1-TRA9 | Post-Secondary Transition-  IEP Section 9 (B-13) | Self-assessment  On-site review  \*Desk Audit | \*Submit 2 IEPs WN’s and AWN’s. |
| INR1 & INR3 | Initial Evaluations (B-11) and Procedural Safeguards | Desk Audit | Submit B-11 Tracking Tool *(on website)*, consents to evaluate, completed evaluations, school calendars |
| MIS1 | Accuracy Document | Desk Audit | Submit document |
| MIS2 | Letter of Authorization to  Commit Funds | Desk Audit | Submit all letters |
| MIS3 | Qualified Personnel Certification form |  | ME-DOE  through NEO |
| MIS4 | Parent Survey (B-8) |  | The link will be provided to the SAU for distribution. |
| FOT2 | Summary of Performance Form |  | Submit Letter of Assurance stating SAU will review and provide PD if needed to ensure creation of effective and compliant SOPs. |
| FOT3 | Learning Disability Evaluation  Report Form |  | B11 Submissions |
| FOT4 | Speech/Language Eligibility  Criteria Form |  | B11 Submissions |
| FOT5 | Adverse Effect  Determination Form |  | B11 Submissions |

*\*Submission date for Transition Plans will be unique to each SAU.*

Please use the Electronic Monitoring Tool-Excel version (EMT-E) to record data collected from the self-assessment of files of children with disabilities. This EMT-E is available on the Maine DOE website **(LINK TBD)**. Please include in your self-assessment a variety of disabilities, ages (including transition plans), case managers, ethnicities, and schools within the SAU. Please **do not** include seniors in any of your self-assessment. The number of children’s files to be reviewed is based on Child Count on

October 1, 2018, and is documented below:

|  |  |
| --- | --- |
| **Child Count** | **Number of Files** |
| **0-50** | **15** |
| **50-200** | **20** |
| **200-400** | **30** |
| **400-750** | **50** |
| **More than 750** | **75** |

For any item listed above where the district does not have the requested number of files, please contact a member of the Monitoring Team.

Maine DOE will review the completed Electronic Monitoring Tool-Excel version (EMT-E) and requested materials.

Summary of Findings will be generated upon completion of the on-site visit, if applicable, and the submission of all required documents and will identify 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. All CAP activities must be completed with documentation sent to Maine DOE within one year of the Summary of Findings.

If warranted, **XXXXXX’s anticipated site visit date is [month day, year**]. The on-site visit will include both file review and program visits. Please contact Roberta Lucas as soon as possible if this date interferes with other district calendar events, and you are unable to plan for the Maine DOE to come on-site for this visit.

For further information, please contact Roberta Lucas at [Roberta.Lucas@maine.gov](mailto:Roberta.Lucas@maine.gov).

Please send all material by mail to the attention of Julie Pelletier, Maine Department of Education, Special Services, 23 State House Station, Augusta, ME 04333-0023 or by email to

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

Sincerely,

Dr. Roberta Lucas  
Federal Program Coordinator

cc: XXXXXXX, Superintendent of Schools