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**Special Education Program Approval for Regional Programs**

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| **Regional Program Name:** |  |
| **Contact Person:** |  | **Date:** |  |
| **Telephone:** |  | **Email:** |  |

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|  | **Criteria** | **Reference** | **Evidence** | **Approval****Status** |  **Required Features**  |
| 11a | Two or more SAUs provide regional special education programs and support servicesThe general program approval criteria (listed under **Evidence**) | 20-A MRSA § 7253 20-A MRSA § 7253(2)(A)20-A MRSA § 7253 (3)(C)20-A MRSA § 7253 (3)(A)20-A MRSA § 7204 (4)(D)20-A MRSA § 7253 (3)(D)20-A MRSA § 7204(4)20-A MRSA § 7253 (3)(E) | Current, signed cooperative **Agreement** that identifies: * Participating SAUs
* SAU operating as the fiscal agent
* Terms of entering/withdrawal
* Program objectives/functions
* Location of program and owner of building(s) used by program
* Program administration including identification of employer(s) of all program staff

**Agreement or Plan** addresses:* Admission requirements
* Staff qualification/certification
* Plan of instruction
* Adequacy of facilities
* Adequacy of support services
* Professional supervision
* Teacher-student ratio
* Parent/community participation
 | [ ] Yes [ ] No[ ] Yes [ ] No[ ] Yes [ ] No[ ] Yes [ ] No[ ] Yes [ ] No[ ] Yes [ ] No[ ] Yes [ ] No[ ] Yes [ ] No[ ] Yes [ ] No[ ] Yes [ ] No[ ] Yes [ ] No[ ] Yes [ ] No[ ] Yes [ ] No[ ] Yes [ ] No[ ] Yes [ ] No |  |
| 2 | Fiscal requirements  | 20-A MRSA § 7253(3)(F)20-A MRSA § 7204(4)(D)20-A MRSA § 7253 (3)(B)20-A MRSA § 7253(2)(C) | **Agreement** **or Plan** identifies the fiscal agent’s specific roles, which include responsibility for adequacy of facilities and complying with all components of the basic public school approval process, unless the agreement designates another SAU in the agreement as responsible for school approval, and informs Maine DOE of that different designation.**Agreement or Plan** identifies method of fiscal operation and cost sharing***No school construction is permitted for the regional special education program purposes.*** | [ ] Yes [ ] No[ ] Yes [ ] No[ ] Yes [ ] No |  |
| 3 | Admission requirements | 20-A MRSA § 7204(4)(A) | **Plan** describes protocol for admitting students into program through a determination of student needs for specialized instruction/supportive services | [ ] Yes [ ]  No | Procedure manual that outlines admissions protocol and process for determining individualized student needs for programming  |
| 4 | Staff qualification or certification; teacher- student ratio | 20-A MRSA § 7204(4)(B)20-A MRSA § 7204(4)(G)MUSER X,XI, and XVIII | **Plan** lists all special education staff with last 4 digits of social security numbers, position held, applicable certification/licensure held, and number of students served at one time | [ ] Yes [ ] No | Certification of School Personnel form***[form provided]*** |
| 5 | Plan of instruction | 20-A MRSA § 7204(4)(C)20-A MRSA § 7253 (3)(A)20-A MRSA § 620920-A MRSA § 5021-A (2) (A-E)MUSER IX.3.A.(1)(b)(i) | **Plan** includes:* Copy of the written curriculum aligned with the revised Maine *Learning Results*
* Description of assessment
* Description of access to extracurricular activities
 | [ ] Yes [ ] No[ ] Yes [ ] No[ ] Yes [ ] No | Plan is consistent with objectives and functions of the program outlined in the AgreementPlan identifies the member SAU’s curriculum and assessment practices that are used Plan describes how students will have access to extracurricular activities |
| 6 | Adequacy of supportive services | 20-A MRSA § 7204(4)(E)MUSER IX.3.A.1(d) | **Plan** includes an account of related service (including transportation) hours determined by student needs | [ ] Yes [ ] No | Completed related services grid***[form provided]*** |
| 7 | Professional supervision | 20-A MRSA § 7204(4)(F) | **Plan** includes a statement of assurance that program administrators are on site | [ ] Yes [ ] No | Plan describes how staff supervision is provided throughout the defined school day and during extracurricular activities |
| 8 | Funding (including tuition rates, if tuition is used) | 20-A MRSA § 7302 MUSER XVIII(2)20-A MRSA § 7253(4) | **Plan** includes :* Statement of assurance that, If tuition is used, the tuition rate shall not exceed the actual per student cost incurred in operation of the special education program
* Statement of assurance that the regional program is supported by funds included in the special education appropriations of each of the member SAUs
 | [ ] Yes [ ] No[ ] Yes [ ] No |  |