

Monitoring Program Year 2023 - 2024 Proposed Resolution of Noncompliance Findings

Date:	Sunday, Ju	ine 30, 2024
SAU:	RSU	J Test
Special Education Director:	Directo	or Name
The SAU acknowledges and certifies that a indicated on the Corrective Action Plan (Ca	ll corrective action items listed in the attachment have AP).	been or will be implemented according to the dates
Signature of authorized person and telephor	ne number	Date
Print name and title of authorized person		
Please return this page (with original signat	ure) and all documentation to:	
	Maine Department of Education, Office of Spec	ial Services
	Colette Sullivan	
	23 State House Station	
	Augusta, ME 04333-0023	

If you have any questions, please contact Julie Pelletier at (207) 624-6652 or Julie.pelletier@maine.gov



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Date:	Sunday, June 30, 2024
SAU:	RSU Test
Special Education Director:	Director Name
CAP evidence due date:	4/30/2025

Prong I refers to evidence of correction for findings specific to self-assessment and desk audit. Student-specific findings can be found in the document titled "Findings by Student". Please correct these findings for applicable students at the next annual IEP review meeting and submit evidence no later than the due date listed above.

Prong II refers to evidence of systemic correction across the district. Please submit evidence from IEPs outside of the self-assessment and desk audit no later than the due date listed above.

The state must provide written notification to any SAU regarding findings of noncompliance and of the requirement that the non-compliance be corrected in a timely manner (within one year from identification-the date on which the state provided written notification to the SAU program of the noncompliance). **MUSER XIII.3.A**

Maine Department of Education—Corrective Action Plan

Finding #	Corrective Action Activities (Initiatives planned to achieve correction)	Evidence of Correction	# of Evidence	Recommended Date of Completion
APG2 Academic needs	IEP Team meets to discuss the child's distinctly measurable and persistent gaps (skill deficits) and (if appropriate) amend the IEP.	Prong I: Submit compliant 1st page and Section #4C of the IEP and WN.	1	4/30/2025
34 CFR 300.324(a)(1)(iv)	Provide training on IEP meeting protocol, including reviewing academic needs of the child.	Prong II: 1. Submit outline of training and attendance. 2. Submit 1st page and Section #4C of IEP (amended or new) and WN for review of needs of the child.	3	
APG4 "How" Statement 34 CFR 300.320(a)(1)	IEP Team meets to discuss the statement of how the child's distinctly measurable and persistent academic gaps affect their involvement and progress in the general education curriculum is included in section 4C.	Prong I: Submit compliant 1st page and Section #4C (Academic Gaps) of the IEP and WN.	1	4/20/2025
	Provide training on IEP development including writing the how statement.	Prong II: 1. Submit outline of training and attendance. 2. Submit 1st page and Section #4C (Academic Gaps) of IEP (amended or new) with academic present level statements and WN.	3	4/30/2025
APG6 Academic Gaps aligned to Goals	IEP Team meets to discuss the child's distinctly measurable and persistent gaps (skill deficits) and (if appropriate) amend the IEP to add a goal addressing each gap.	Prong I: Submit compliant 1st page and Section #4C (Academic Gaps) and Section #5 (Academic Goals) of the IEP and WN.	1	
34 CFR 300.320 (a)(2)(i)(A)	Provide training on IEP development including writing the how statement.	Prong II: 1. Submit outline of training and attendance. 2. Submit 1st page and Section #4C (Academic Gaps) and Section #5 (Academic Goals) of the IEP and WN.	3	4/30/2025

APG3	Discuss the child's present levels of academic achievement (baseline data) based on strengths	Prong I: Submit compliant 1st page and Section #5 (Academic	3	
Present level	and needs of the child.	Goals) of the IEP and WN.		
34 CFR 300.320(a)(1)	Provide training on IEP development including writing the present level.	Prong II: 1. Submit outline of training and attendance. 2. Submit 1st page and Section #5 (Academic Goals) of IEP (amended or new) with academic present level statements and WN.	4	4/30/2025
SBG1 Goals aligned with	IEP Team meets to discuss academic goal aligned with the student's academic gaps and present level of academic performance aligned	Prong I: Submit compliant 1st page and Section #4C and Section #5 (Academic Goals) of the IEP and WN.	1	
gaps and present level 34 CFR 300.320(a)(2)(i)(A)	with State Standards and (if appropriate) amend the IEP. Provide training on IEP development including writing the present level.	Prong II: 1. Submit outline of training and attendance. 2. Submit 1st page and Section #4C and Section #5 (Academic Goals) of IEP (amended or new) and WN for review of goal format.	2	4/30/2025
SBG3 Goals are	IEP Team meets (if appropriate) to discuss the measurement of academic goals aligned with State standards and (if appropriate) amend the	Prong I: Submit compliant 1st page and Section #5 (Academic Goals) of the IEP and WN.	2	
measurable 34 CFR 300.320(a)(2)	Provide training on IEP development including writing the present level.	Prong II: 1. Submit outline of training and attendance. 2. Submit 1st page and Section #5 (Academic Goals) of IEP (amended or new) and WN for review of discussion of recent evaluations.	4	4/30/2025

FDP2 Functional needs	IEP Team meets to discuss the child's distinctly measurable and persistent gaps (skill deficits) and (if appropriate) amend the IEP.	Prong I: Submit compliant 1st page and Section #4D (Functional Gaps) of the IEP and WN.	1	
34 CFR 300.324(a)(1)(iv)	Provide training on IEP meeting protocol, including reviewing functional needs of the child.	Prong II: 1. Submit outline of training and attendance. 2. Submit 1st page and Section #4D (Functional Gaps) of IEP (amended or new) and WN for review of functional/developmental needs of the child.	2	4/30/2025
FDP7 "How" Statement 34 CFR 300.320(a)(1)	IEP Team meets to discuss the statement of how the child's distinctly measurable and persistent functional/developmental gaps affect their involvement and progress in the general education curriculum is included in section 4D.	Prong I: Submit compliant 1st page and Section #4D (Functional Gaps) of the IEP and WN.	2	
	Provide training on IEP development including writing the how statement.	Prong II: 1. Submit outline of training and attendance. 2. Submit 1st page and Section #4D (Functional Gaps) of IEP (amended or new) and WN.	4	4/30/2025
FDP3 Present level 34 CFR 300.320(a)(1)	Discuss the child's present levels of functional performance (baseline data) based on strengths and needs of the child, including how the child's disability affects involvement and progress in general curriculum and amend IEP.	Prong I: Submit compliant 1st page and Section #5 (Functional/Developmental Goals) of the IEP and WN.	3	
5 . C. R. 500.520(a)(1)	Provide training on IEP development including writing the present level.	Prong II: 1. Submit outline of training and attendance. 2. Submit 1st page and Section #5 (Functional/Developmental Goals) of IEP (amended or new) with present level statements and WN.	4	4/30/2025

FDP5 Measurable functional/develop mental goals	IEP Team meets to discuss the measurement of functional/developmental goals aligned with identified skill deficits and amend the IEP or at the annual IEP meeting address the finding	Prong I: Submit 1st page and Section #5 (Functional/Developmental Goals) of the IEP and WN.	3	4/30/2025
34 CFR 300.320(a)(2)	Provide training on the measurability of functional/developmental goals	Prong II: 1. Submit outline of training and attendance. 2. Submit 1st page and Section #5 (Functional/Developmental Goals) (amended or new) of the IEP and WNs.	4	4/30/2023
Alignment to Special	The IEP team meets to discuss the functional/developmental goals and identify a special education or related service that addresses the goal.	Prong I: Submit compliant 1st page and Section #5 (Functional/Developmental Goals) and Section #7 of the IEP and WN.	1	
Education/Related Service 34 CFR 300.320(a)(4)(i)	Provide training on the alignment of functional/developmental goals to a special education or related service.	Prong II: 1. Submit outline of training and attendance. 2. Submit 1st page, Section #5 (Functional/Developmental Goals) (amended or new), Section #7 and WNs.	1	4/30/2025
SVC1 Special education and related services	Follow the process for amending the IEP to discuss the child's academic and functional goals aligned with special education and related services.	Prong I: Submit compliant 1st page and Section #7 and Section #5 of the IEP and WN.	1	
Alignment with goals 34 CFR 300.320(a)(4)(i)	Provide training on IEP development, including alignment of services and goals.	Prong II: 1. Submit outline of training and attendance. 2. Submit 1st page and Section #7 and Section #5 of IEP (amended or new) and WN.	1	4/30/2025

SVC2 Special education	Follow the process for amending the IEP to discuss the child's services or discuss finding at the next annual.	Prong I: Submit compliant 1st page and Section #7 of the IEP and WN.	1	
and related services 34 CFR 300.320(a)(4)	Provide training on IEP development, including identification of services necessary for the child to make progress towards IEP goals.	Prong II: 1. Submit outline of training and attendance. 2. Submit 1st page and Section #7 of IEP (amended or new) with statement of special education and related services to be provided and WN.	1	4/30/2025
LRE1 Least Restrictive Environment-IEP	Reconvene IEP Team meeting to determine appropriate placement in the LRE, amend the IEP (if appropriate) and document IEP Team meeting in WN.	Prong I: Submit compliant 1st page and Section #8 of the IEP and WN.	2	
34 CFR 300.114(a)(2)	Develop plan to review continuum of services when considering student placement in the LRE and provide training on the plan.	Prong II: 1. Submit outline of training and attendance. 2. Submit 1st page and Section #8 of IEP (amended or new) and WN for determining appropriate placement in the LRE.	3	4/30/2025
DIB1 IEP reflective of disability	Reconvene the IEP team and develop an IEP that supports the child's identified disability which includes academic and functional/developmental needs, goals and services.	Child level correction completed before CAP was		
34 CFR 300.320(a)(2)	Provide training on disabilities and how an IEP should be developed based on the child's disability.	Prong II: 1. Submit outline of training and attendance. 2. Submit completed or amended IEPs and WNs.	2	4/30/2025

FDG 2 Functional annual progress	IEP team meets to discuss child's present level of performance and develop appropriate functional goals.	Prong I: Submit prior year IEPs and current IEPs showing functional annual progress and WNs.	1	
34 CFR 30.324(b)(1)(i)	Provide training on how the child's progress is measured annually through goal alignment and identified skill deficits.	Prong II: 1. Submit outline of training and attendance. 2. Identify children's files, submit prior year IEPs and current IEPs showing functional annual progress and WNs.	2	4/30/2025
OOU1 IEP prior to	At next annual review, the IEP Team will discuss LRE and the inability to provide FAPE in the SAU.	Prong I: No action at child level.		
placement 34 CFR 300.325(a)(1)	Develop a plan to review the continuum of services when considering FAPE in the LRE and provide training on WN, including consideration and documentation of the continuum of services and provide training on the plan.	Prong II: 1. Submit outline of training, attendance at training and plan for reviewing the continuum of services. 2. Submit WN including review of continuum of services.	2	4/30/2025
OOU2 Program	The IEP Team's documentation of the program components of a placement that would support the IEP developed at the meeting.	Prong I: Submit compliant IEP and WN.	1	
components 34 CFR 300.325(a)(1)	Develop a plan to review the continuum of services identifying the most restrictive setting available in the SAU and provide training on considering a child's placement outside the SAU, including required documentation.	Prong II: 1. Submit outline of training and attendance and plan to review continuum of services. 2. Submit IEP (amended or new) and WN, including review of the continuum of services.	2	4/30/2025

OOU3 Representative	Develop a plan to communicate to special education staff the requirement that a representative of the out-of-unit placement and a			
involved in meeting 34 CFR 300.325(a)(2)	representative of the sending SAU in attendance at the IEP meeting prior to out-of-unit placement.	Prong II: 1. Submit outline of training and attendance and plan to review continuum of services. 2. Submit IEP (amended or new) and WN, including representation from both the sending and receiving schools.	2	4/30/2025
OOU5 30 days after	Develop a plan to communicate to special education staff the requirement to convene an IEP Team meeting 30 days after out-of-unit	Prong 1: No action at the child level.		
placement MUSER IX.3.H	placement has occurred.	Prong II: 1. Submit outline of training and attendance and plan. 2. Submit IEP (amended or new) and WN, including review of continuum of services.	2	4/30/2025
OOU7 Annual review	Convene the IEP Team for the annual meeting to discuss the needs of the child, programming, LRE and evaluations, if appropriate. Document the discussion of LRE, any changes to the IEP,	Prong I: Submit compliant IEP and WN.	1	
34 CFR 300.325(b)(2)	parent's involvement and attendance of all necessary members on the WN. Develop a plan to communicate to special education staff the required annual review of the IEP placement and evaluations, if required.	Prong II: 1. Submit outline of training and attendance and plan. 2. Submit IEP (amended or new) and WN, including review of continuum of services.	2	4/30/2025

OOU9 Required re- evaluations	Convene IEP Team to discuss and determine whether or not three-year evaluations are warranted.	Prong I: Submit compliant IEP and WN.	1	
34 CFR 300.303(b)	Provide training on the IEP process, including analysis of evidence by the IEP Team to determine whether or not three-year evaluations are warranted.	Prong II: 1. Submit outline of training and attendance. 2. Submit amended IEP and WN.	2	4/30/2025
OOU12	Send IEP and WN to parent.	Prong I: Submit compliant IEP and WN.	1	
IEP and WN provided to parents 34 CFR 300.322(f) 34 CFR 300.503(a)	Develop a plan to communicate to special education staff the required timelines for providing the IEP and WN to parents.	Prong II: 1. Submit outline of training and attendance and plan. 2. Submit IEP (amended or new) and WN, including documentation of date IEP and WN were sent to parent.	2	4/30/2025
FOT2 Summary of	Prior to graduation, provide child complete SOP form. If child has graduated, provide evidence that child received SOP. In either case place	Prong I: No action at the child level		
Performance 34 CFR 300.305(e)(3)	copy of SOP in child's special education file. Provide training on completion of the SOP form that is comprehensive and meets provision to child prior to graduation timeline.	Prong II: 1. Submit outline of training and attendance. 2. Submit SOP forms.	2	4/30/2025

FOT3	Provide training on evaluation procedures specific to students with a learning disability to include the completion and use of the Learning	Prong I: No action at the child level		
Learning Disability Evaluation Report 34CFR 300.309(a)	Disability Evaluation Report.	Prong II: 1. Submit outline of training and attendance. 2. Submit WN along with the completed Learning Disability Evaluation Reports determining eligibility.	2	4/30/2025
	Provide training on evaluation procedures, including the completion and use of the Speech/Language Eligibility Criteria form.	Prong I: No action at the child level		
Eligibility Criteria form 34 CFR 300.8(c)(11)		Prong II: 1. Submit outline of training and attendance. 2. Submit WN including the completion and use of the Speech/Language Eligibility Criteria form.	2	4/30/2025
FOT5	Provide training on evaluation procedures, including the completion and use of the AE	Prong I: No action at the child level		
Adverse Effect 34 CFR 300.8(c)	form.	Prong II: 1. Submit outline of training and attendance. 2. Submit WN including the completion and use of the AE form to determine eligibility.	2	4/30/2025
INR1	Provide a copy of Procedural Safeguards to parent.	Prong I: No action at the child level		
Procedural Safeguards 34 CFR 300.504(a)(1)	Provide training on provision of Procedural Safeguards	Prong II: 1. Submit outline of training and attendance. 2. Submit 1st page of completed initial IEP with documentation that Procedural Safeguards were provided and/or WN documenting Procedural Safeguards were provided to parents of children who received initial evaluation in the past 12 months.	2	4/30/2025

INR3 45 school days	Develop a plan for monitoring in the SAU to meet initial evaluation timelines. Provide training on Child Find requirements and timelines, including the requirement to conduct an initial evaluation within 45 school days of receipt of the Parental Consent to Evaluate and to use the SAU's timeline monitoring plan.	Prong I: Provide evidence that evaluations were completed.	1	
34 CFR 300.301(c)(1)(ii)		Prong II: 1. Submit outline of training and attendance and plan. 2. Submit Parental Consent for Evaluation forms and evidence of date evaluation(s) received by SAU. 3. Submit school calendar with snow days marked.	2	4/30/2025
TRA1	Provide training on transition planning, including notification on AWN and demonstrate	Prong I: No action at the child level		
AWN-Purpose of meeting 34 CFR 300.322(b)(2)(i)(A)	100% accuracy and compliance on submitted evidence.	Prong II: 1. Submit outline of training and attendance. 2. Submit AWN indicating "Post-Secondary Goals and Transition Services" are planned for discussion at IEP meeting.	2	4/30/2025
TRA3	Provide training on transition planning,	Prong I: No action at the child level		
Agency invited 34 CFR 300.321(b)(3)	including Parental Consent to Invite Outside Agencies and demonstrate 100% accuracy and compliance on submitted evidence.	Prong II: 1. Submit outline of training and attendance. 2. Submit Parental Consent to Invite Outside Agencies forms signed by parent/child (who has reached the age of majority) and AWN inviting the outside agencies.	2	4/30/2025

TRA7 Course of study 34 CFR 300.320(b)(2)	Convene IEP Team to discuss and develop courses of study projected for the remainder of the child's high school education, that will reasonably enable the student to meet his or her postsecondary goals.	Prong I: Submit compliant 1st page and Section #9 of the IEP and WN.	1	
	Provide training on transition planning, including the courses of study needed to assist the child in reaching post-secondary goals projected for the remainder of the child's high school education and demonstrate 100% accuracy and compliance on submitted evidence.	Prong II: 1. Submit outline of training and attendance. 2. Submit 1st page and Section #9 of IEP (amended or new) with courses of study projected for the remainder of the child's high school education and WN	2	4/30/2025
ADWN Abbreviated Day - Basis MUSER VI.2.L(1)(e) MUSER VI.2.L(2)(a)	Convene IEP Team to discuss the basis for abbreviated day. Abbreviated day is only for educational or medical reasons. Provide training on abbreviated day process including requirements for documentation for educational and medical abbreviated day and demonstrate 100% accuracy and compliance on	Prong I: Submit compliant AWN, WN, and IEP. Prong II: 1. Submit outline of training and attendance. 2. Letter of Assurance that SAU will follow federal	1	4/30/2025
	submitted evidence.	and state regulations.	1	

ADLR Abbreviated Day - LRE based on full school day	Calculate LRE based on full school day and amend the IEP. Provide training on abbreviated day process including requirements for documentation for educational and medical abbreviated day and	Prong I: Submit compliant AWN, WN, and IEP.	1	
MUSER X.2.C(2)(c)	demonstrate 100% accuracy and compliance on submitted evidence.	Prong II: 1. Submit outline of training and attendance. 2. Letter of Assurance that SAU will follow federal and state regulations.	1	4/30/2025
ADE1 Abbreviated Day - Education - General Education Curriculum MUSER VI.2.L(1)(a)	Convene IEP Team to discuss how the student will access the general education curriculum. Provide training on abbreviated day process including requirements for documentation for educational and medical abbreviated day and demonstrate 100% accuracy and compliance on submitted evidence.	Prong I: Submit compliant AWN, WN, and IEP. Prong II: 1. Submit outline of training and attendance. 2. Letter of Assurance that SAU will follow federal and state regulations.	1	4/30/2025
ADE2 Abbreviated Day - Education - Assessments MUSER VI.2.L(1)(b)	Convene IEP Team to discuss how the student will access assessments. Provide training on abbreviated day process including requirements for documentation for educational and medical abbreviated day and demonstrate 100% accuracy and compliance on submitted evidence.	Prong I: Submit compliant AWN, WN, and IEP. Prong II: 1. Submit outline of training and attendance. 2. Letter of Assurance that SAU will follow federal and state regulations.	1	4/30/2025

ADE3 Re-entry plan	Convene IEP Team to discuss re-entry plan no longer than 45 days and actions the SAU will take to assist the child to participate in a full day of school	Prong I: Submit compliant AWN, WN, and IEP.	1	
MUSER VI.2.L(1)(c) MUSER VI.2.L(1)(d)	Provide training on abbreviated day process including requirements for documentation for educational and medical abbreviated day and demonstrate 100% accuracy and compliance on submitted evidence.	Prong II: 1. Submit outline of training and attendance. 2. Letter of Assurance that SAU will follow federal and state regulations.	1	4/30/2025
ADE4 Abbreviated Day - Education - >45 days	Convene IEP Team every 20 school days if student is on an abbreviated day for more than 45 days. Provide training on abbreviated day process	Prong I: Submit compliant AWN, WN, and IEP.	1	
MUSER VI.2.L(1)(e)	including requirements for documentation for educational and medical abbreviated day and demonstrate 100% accuracy and compliance on submitted evidence.	Prong II: 1. Submit outline of training and attendance. 2. Letter of Assurance that SAU will follow federal and state regulations.	1	4/30/2025

ADE5	Convene IEP Team every 20 days and document	Prong I:		
Abbreviated Day - Education - >45 days MUSER VI.2.L(1)(e)	in the WN: - Review progress toward return - Review progress in education setting - Determine what setting will allow the student to progress	Submit compliant AWN, WN, and IEP.	1	
	Provide training on abbreviated day process including requirements for documentation for educational and medical abbreviated day and demonstrate 100% accuracy and compliance on submitted evidence.	Prong II: 1. Submit outline of training and attendance. 2. Letter of Assurance that SAU will follow federal and state regulations.	1	4/30/2025
ADE6 Abbreviated Day - Education - IEP addresses reason for abbreviated day	Convene IEP Team to discuss the skill gaps that are interfering with the child's ability to attend a full day of school. Develop goals and services to address these skill gaps. Provide training on abbreviated day process	Prong I: Submit compliant AWN, WN, and IEP.	1	
·	including requirements for documentation for educational and medical abbreviated day and demonstrate 100% accuracy and compliance on submitted evidence.	Prong II: 1. Submit outline of training and attendance. 2. Letter of Assurance that SAU will follow federal and state regulations.	1	4/30/2025

ADM1 Abbreviated Day - Medical - General Education	Convene IEP Team to discuss how the student will access the general education curriculum. Provide training on abbreviated day process including requirements for documentation for	Prong I: Submit compliant AWN, WN, and IEP.	1	
Curriculum MUSER VI.2.L(2)(b)	educational and medical abbreviated day and demonstrate 100% accuracy and compliance on submitted evidence.	Prong II: 1. Submit outline of training and attendance. 2. Letter of Assurance that SAU will follow federal and state regulations.	1	4/30/2025
ADM2 Abbreviated Day - Medical -	Convene IEP Team to discuss how the student will access assessments. Provide training on abbreviated day process	Prong I: Submit compliant AWN, WN, and IEP.	1	
Assessments MUSER VI.2.L(2)(c)	including requirements for documentation for educational and medical abbreviated day and demonstrate 100% accuracy and compliance on submitted evidence.	Prong II: 1. Submit outline of training and attendance. 2. Letter of Assurance that SAU will follow federal and state regulations.	1	4/30/2025
ADM3 Abbreviated Day - Medical - 90 day	Convene IEP Team at least every 90 calendar days to review progress and amend IEP as necessary	Prong I: Submit compliant AWN, WN, and IEP.	1	
review MUSER VI.2.L(2)(d)	Provide training on abbreviated day process including requirements for documentation for educational and medical abbreviated day and demonstrate 100% accuracy and compliance on submitted evidence.	Prong II: 1. Submit outline of training and attendance. 2. Letter of Assurance that SAU will follow federal and state regulations.	1	4/30/2025

ADM4 Abbreviated Day -	Convene IEP Team when student is medically able to increase school day.	Prong I: Submit compliant AWN, WN, and IEP.	1	
Medical - Re-entry MUSER VI.2.L(2)(d)	Provide training on abbreviated day process including requirements for documentation for educational and medical abbreviated day and demonstrate 100% accuracy and compliance on submitted evidence.	Prong II: 1. Submit outline of training and attendance. 2. Letter of Assurance that SAU will follow federal and state regulations.	1	4/30/2025
ID		Prong I: Submit evidence of correction for each identified isolated deficiency.	5	
34 CFR 300.149	Isolated Deficiencies	Prong II: 1. Submit outline of training and attendance. 2. Submit evidence of systemic correction for each area of identified non-compliance	3	4/30/2025