Date

Regional Program Fiscal Agent (i.e. Special Education Director and/or Superintendent)

District

Street

Town, State Zip Code

Dear XXXXXXXX,

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 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 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 December 15, 2019**. 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 can be found on the General Supervision and Monitoring webpage: [https://www.maine.gov/doe/learning/specialed/supervision](https://www.maine.gov/doe/learning/specialed/supervision%20) Please have each provider complete the document for any 5-week period between April 25, 2019 through to the end of the school year (2019). Please scan and submit documents to the [monitoring.doe@maine.gov](mailto:monitoring.doe@maine.gov) address, via email or send them in the regular mail.

**Site Visit:**

* A copy of the checklist the team will use for the on-site visit is on the General Supervision and Monitoring 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)

**Western Maine Regional Program’s anticipated on-site visit date is (February 12, 2020).** The on-site visit will include both file review and program visits. Please contact the Maine DOE 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, contact Dr. Roberta Lucas at [Roberta.Lucas@maine.gov](mailto:Roberta.Lucas@maine.gov).

Please send all materials being sent by mail to the attention of Julie Pelletier, Maine Department of Education, Special Services, 23 State House Station, Augusta, ME 0444-0023 or by email to

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

Sincerely,

Dr. Roberta Lucas

Federal Program Coordinator

JB/RL/jp