



Janet T. Mills
Governor

STATE OF MAINE
DEPARTMENT OF EDUCATION
23 State House Station
Augusta, ME
04333-0023



Pender Makin
Commissioner

Site Visit Scheduling Letter

August 17, 2026

SPPS

Dear Directors,

Thank you for setting aside time for the site visit portion of the Special Purpose Private School (SPPS) monitoring program review. This letter is to confirm that the site visit for SPPS is scheduled for Date.

The on-site team will arrive between 8:20 and 8:30 and would like to begin the day with the administration interview, followed by a tour of the facility, and interviews of staff and students. We would also like to observe in some classrooms during the day, with the opportunity to see students engaged in learning activities and to receive a copy of the observed lesson plans. If the selected date will not provide us with that opportunity, please let us know so we may reschedule the visit.

We ask that you be present during the site visit to assist with the monitoring process. If you are unable to be available for the full day, please have your assistant or coordinator available during the times you are unavailable.

We will need a private workspace for the review team with a table and power outlets, while being mindful of the number of individuals using the shared space and the room's ventilation capacity.

File verification will primarily occur outside this process but may coincide with the site visit if the Federal Monitoring Team is monitoring your SAU partners in FY 27. An SAP Team member will reach out to identify the students whose files we need to verify and arrange a mutually convenient time to visit.

Additionally, we will be collecting five documents per grade span (K-2, 3-5, 6-8, and 9-12): 1) an issued student report card, 2) an implemented lesson plan (may be an observed lesson), 3) curriculum identification, 4) the daily schedule, and 5) a range of classes offered.

Our schedule is flexible around the needs of the program and students. We have found that it is helpful, when schedules allow, to interview each group (teachers, ed techs, and service providers) simultaneously rather than each person individually. We prefer to interview the students individually, with adult support as needed.

Please create a schedule that includes a lunch break and provide it to the team 2 days in advance. Here are the time allotments we plan:

- Administration (first please) – 60 min
- Building tour

Location: 23 State House Station, Augusta, ME 04333-0023

Phone: 207-624-6600 | **Fax:** 207-624-6700 | **TTY Users:** Call Maine Relay 711 | **Website:** www.maine.gov/doe
An Equal Opportunity Employer

- 2 teachers – 60 min (interviewed together)
- 2 ed techs – 60 min (interviewed together)
- 2 related service providers – 60 min (interviewed together)
- 1st student (with adult support if needed) – 20 min (individually)
- 2nd student (with adult support if needed) – 20 min (individually)
- 1st classroom observation – minimum of 45 min – please allow us to observe an entire class from introduction to conclusion, and provide the lesson plan
- 2nd classroom observation – minimum of 45 min – please allow us to observe an entire class from introduction to conclusion, and provide the lesson plan

Please note that these two classroom observations should not be at the same time. We want to view two complete classes from beginning to end.

Site Visit Debrief:

A virtual meeting will be scheduled after the Site Visit. We will work with you to set a time and date. This meeting will allow us to ask basic questions and allow you to ask questions. If there are any findings, this is also when we share our information.

This debrief meeting is open to whomever you would like to invite. We have conducted some exit interviews with SPPS administrators only, and others that include additional program staff and/or administrators from the SAUs you work with.

We look forward to meeting with you and your staff on Date and collaborating with you in the SPPS monitoring process.

Sincerely,

Office of Special Services & Inclusive Education
Maine Department of Education

Attachments:

- Interview Questions
 - Administrator
 - Teacher
 - Related Service Provider
 - Ed Tech
 - Student
- Parental Consent for Student Interview