

MM/DD/YY

SUPERINTENDENT NAME, Superintendent of Schools
CWS SCHOOL
P O BOX/STREET ADDRESS
CITY/STATE/ZIP

Dear (SUPERINTENDENT NAME),

The Maine Department of Education (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 inform you that your school administrative unit (SAU) will be reviewed as part of the General Supervision System for the (NUMERIC) school year, as outlined in August 25, 2017, version of Maine's Unified Special Education Regulations (MUSER).

I recognize that your School Administrative Unit (SAU) does not operate any schools, however, the SAU remains responsible for the provision of FAPE-Free Appropriate Public Education. The review of your students' records requires a process adopted specifically for SAUs that do not operate any schools and whose students with disabilities are enrolled in other SAUs (MUSER XII.5).

After the October 1st child count due date, Superintendent of sending SAU and Special Education Director(s) of attending SAU(s) will receive an email from a member of the Supervision, Monitoring and Support Team requesting the items below. All items must be received by The Maine DOE team **no later than January 31, (NEXT YEAR)**.

- Letters of Authorization to commit funds
- Referral Policy
- Child Find Policy
- List of Students and attending schools – Student files will then be requested from attending schools by MDOE.

For further information, please contact Colette Sullivan at Colette.Sullivan@maine.gov / (207) 530-7862 or Ashley Satre at Ashley.Satre@maine.gov / (207) 624-6633.

Sincerely,

Colette Sullivan
Federal Program Coordinator
Office of Special Services & Inclusive Education

EF/CS/jp

cc: (DIRECTOR NAME CWS), Director of Special Education