

Good Afternoon (full name),

As you are aware, you are part of the 2025-2026 cohort that is up for monitoring review. Your on-site visit is scheduled for **XX/XX/XXXX**.

My name is -----, and as a member of the Federal Supervision, Monitoring, and Support Team from the Maine Department of Education, I will be your primary contact person throughout this process. Please let me know if there is anyone else on your team who should receive future correspondence for the monitoring process.

As mentioned in our cohort training held May 2025, please see the attached information for your upcoming audit, which includes the following:

- Updated Cohort Training PowerPoint that outlines the specific expectations of the audit
 - o [You can access the recording here](#)
- Monitoring Timelines and Services Provided schedule as listed under Review of IEPs
- IEP Quick Reference Document
- Results Based Accountability Rubric

We have also attached the following helpful information. Please share with your teachers and related service providers:

- Professional Development Schedule (2025-2026)
- More information on our website:
 - o [Resources](#)
 - o [Monitoring Process](#)
 - o [Professional Learning](#)

You can access your **Self-Assessment form here**. Please share the link with any staff that will assist with the self-assessment.

If for some reason you are missing any of these documents, please feel free to reach out and I will make sure they get to you promptly.

Also, in preparation for the review process, we provide a Zoom training that will help you choose the best files for your file review, scheduled for: *June 5, 2025 at 9:00-10:30 OR 3:00-4:30*. If possible, it would be our guidance to invite a representative from any out of unit placement you access.

If you are unable to attend one of the sessions, please contact Julie Pelletier at julie.pelletier@maine.gov for the recording.

Please note: We will be completing the majority of audit items with you during your scheduled onsite visit, but we ask that you complete the self-assessment for 15 files plus 1 from each OOU

placement by October 1, 2025-for **November-December visits** and March 1, 2026 for **April-May visits**.

I know that the past few years have presented us all with a multitude of ongoing challenges, so please feel free to reach out to me with any questions and I am happy to try and make this process as smooth and efficient as possible. I look forward to working with you and your team.

Best,