

25-26 Monitoring Timeline

ITEM	DATE
<u>Letter of Notification</u> <ul style="list-style-type: none"> • Outlines monitoring process for the cohort • Provides date and time of scheduled onsite visit • <u>No action required</u> 	Sent mid-May, 2025
<u>25-26 Cohort Training</u> <ul style="list-style-type: none"> • Attend training provided by Supervision, Monitoring, and Support Team 	End of May, 2025
<u>25-26 Preparing for the File Review</u> <ul style="list-style-type: none"> • Attend training provided by Supervision, Monitoring, and Support Team 	June, 2025
<p style="text-align: center;">❖ November-December visits complete by <u>October 1, 2025</u></p> <p style="text-align: center;">❖ April-May visits complete by <u>March 1, 2026</u></p>	
<u>Self-Assessment</u> <ul style="list-style-type: none"> ❑ Complete using Microsoft Form (link sent in email) <ul style="list-style-type: none"> ○ Child count 30+ review 15 files, plus 1 from each OOU ○ Child count <30 review 10 files, plus 1 from each OOU ○ Child count <10 review all files, plus 1 from each OOU <ul style="list-style-type: none"> ▪ OOU = Out-of-Unit placements • A summary of your self-assessment data as entered will be shared with you after completion 	<p style="text-align: center;">November-December visits due by <u>October 1, 2025</u></p> <p style="text-align: center;">April-May visits due by <u>March 1, 2026</u></p>
<p style="text-align: center;">❖ Please have these items/files readily available for review during our scheduled onsite visit</p> <ul style="list-style-type: none"> ○ Access to full file is easiest, however, we understand that many SAUs have moved to electronic filing ○ If you have electronic files only, please make them accessible to us: <ul style="list-style-type: none"> ▪ Provide temporary access to vendor ▪ Create PDFs and email to monitoring.doe@maine.gov ▪ Print 1 copy of all needed paperwork 	
<u>Policies and Procedures</u> <ul style="list-style-type: none"> ❑ IEP Fund Authorization Letters ❑ Child Find ❑ Restraint/Seclusion ❑ Referral 	Reviewed during onsite visit
<u>Review of IEPs</u> <ul style="list-style-type: none"> ❑ Same files/IEPs reviewed on the Self-Assessment • Provide current/most recent IEP ❑ Written Notice from Annual Meeting ❑ Complete attached form OR provide current schedule for each special education and related service provider (not required for OOU placements). 	Reviewed during onsite visit

25-26 Monitoring Timeline

<p><u>OOU (Out-of-Unit)</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> 1 from each OOU for file/IEP review <ul style="list-style-type: none"> • Provide current IEP <input type="checkbox"/> All files for any student placed at OOU within the last 2 years <ul style="list-style-type: none"> • We will be looking at: <ul style="list-style-type: none"> <input type="checkbox"/> IEP and WN prior to placement <input type="checkbox"/> WN of placement <input type="checkbox"/> WN of 30 day review <input type="checkbox"/> current IEP • Access to the full file is easiest 	<p>Reviewed during onsite visit</p>
<p><u>Transition Plans (B13)</u></p> <ul style="list-style-type: none"> • 10 transition plans (number is flexible depending on child count) <ul style="list-style-type: none"> ◦ Age 16 and older, no seniors • Provide for each: <ul style="list-style-type: none"> <input type="checkbox"/> Consent to invite outside agency, if applicable <input type="checkbox"/> AWN from annual <input type="checkbox"/> WN from annual <input type="checkbox"/> Section 5 (goals) of IEP <input type="checkbox"/> Section 9 • Can overlap with self-assessment files and/or OOU files 	<p>Reviewed during onsite visit</p>
<p><u>Abbreviated Day</u></p> <ul style="list-style-type: none"> • All files for students currently on Abbreviated Day • We will be looking at: <ul style="list-style-type: none"> <input type="checkbox"/> WNs from start of Abbreviated Day to present <input type="checkbox"/> IEPs from start of Abbreviated Day to present • Documents regulatory expectations 	<p>Reviewed during onsite visit</p>
<p><u>Parentally Place Private School Students</u></p> <ul style="list-style-type: none"> • All ISPs for students placed in private school(s) within your district, if applicable 	<p>Reviewed during onsite visit</p>
<p><u>Forms</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> 1 Speech/Language Eligibility Form <input type="checkbox"/> 3 Learning Disability Evaluation Forms <input type="checkbox"/> 3 Adverse Effect Forms • From initial evaluations and/or reevaluations • Can be a mix of both <ul style="list-style-type: none"> <input type="checkbox"/> 3 Summary of Performance Forms <input type="checkbox"/> 3 Eligibility Forms from students that have been dismissed from services or changed disability category 	<p>Reviewed during onsite visit</p>

25-26 Monitoring Timeline

<p><u>Child Find (B11) K-12</u></p> <ul style="list-style-type: none"> 10 Initial Referrals – from 24-25 and/or 25-26 school year <ul style="list-style-type: none"> <input type="checkbox"/> AWN of initial referral <u>OR</u> WN of initial referral (documenting Procedural Safeguards were given upon initial referral) <input type="checkbox"/> signed Parental Consent to Evaluate with date received by SAU <input type="checkbox"/> First page of each evaluation identified on consent <input type="checkbox"/> WN of eligibility meeting *this needs to be ≤ 45 school days from date received on Parental Consent to Evaluate <input type="checkbox"/> School calendars for 24-25 and 25-26 with ‘no school’ days marked >45 school days use Acceptable/Unacceptable Reasons for Delay chart <ul style="list-style-type: none"> <input type="checkbox"/> Acceptable <input type="checkbox"/> Unacceptable <p>Reason: _____</p> <ul style="list-style-type: none"> See Acceptable/Unacceptable Reasons Chart 	<p>Reviewed during onsite visit</p>
<p><u>**For SAUs who have adopted responsibility for FAPE for Pre-K**</u></p> <p><u>Transition from Part C to Part B (B12) and (B11) Pre-K</u></p> <ul style="list-style-type: none"> All Part B referrals in the 6 months prior to on-site visit <ul style="list-style-type: none"> <input type="checkbox"/> AWN of initial referral <u>OR</u> WN of initial referral (documenting Procedural Safeguards were given upon initial referral) <input type="checkbox"/> Signed Parental Consent to Evaluate with date received by SAU <input type="checkbox"/> First page of each evaluation identified on consent <input type="checkbox"/> Initial IEP if eligible *must be implemented by 3rd birthday <input type="checkbox"/> WN of eligibility meeting >60 days or not implemented by 3rd birthday use Acceptable/Unacceptable Reasons for Delay chart <ul style="list-style-type: none"> <input type="checkbox"/> Acceptable <input type="checkbox"/> Unacceptable <p>Reason: _____</p> <ul style="list-style-type: none"> See Acceptable/Unacceptable Reasons Chart 	<p>Reviewed during onsite visit</p>
<p><u>Pre-Findings (if any) and Abbreviated Day</u></p> <ul style="list-style-type: none"> Non-systemic compliance findings and/or FAPE compliance An email will be sent outlining the details and due date If there are none, a follow-up email will be sent with next steps <p><input type="checkbox"/> Complete Pre-Findings and Abbreviated Day by due date outlined in email (if applicable)</p> <ul style="list-style-type: none"> Submit to monitoring.doe@maine.gov 	<p>Sent after onsite visit</p> <p>Due within 30 days from notice of Pre-Findings</p>

25-26 Monitoring Timeline

❖ SAUs visited November-December

Corrective Action Plan (SAUs visited November-December)

- Includes
 - CAP Worksheet – Corrective Action Plan
 - Child Specific Findings – For Child Specific Correction
 - Summary of Findings (SOF) – Summary of % of compliance for onsite visit
 - Results Based Accountability Rubric

Issued on January 31, 2026
Due November 30, 2026

❖ SAUs visited April-May

Corrective Action Plan (SAUs visited April-May)

- Includes
 - CAP Worksheet – Corrective Action Plan
 - Child Specific Findings – For Child Specific Correction
 - Summary of Findings (SOF) – Summary of % of compliance for onsite visit
 - Results Based Accountability Rubric

Issued on June 30, 2026
Due April 30, 2027

25-26 Monitoring Timeline

Acceptable/Unacceptable Reasons for Delay Related to SPP Indicator B-11

IDEA (34 CFR 300.301(d)) and MUSER (Section V.1.A.(b)) define acceptable reasons for delay to the initial evaluation timeline. When situations defined as “acceptable reasons for delay” occur, the initial evaluation timeframe shall not apply. The acceptable reasons are listed here for reference. While unacceptable reasons for delay are not specifically described in IDEA or MUSER, samples of those are also included here for reference.

ACCEPTABLE	UNACCEPTABLE
1) Repeated parent failure or refusal to make the child available for evaluation caused a delay in the completion of the evaluation within the timeline.	1) Lack of personnel resources to schedule and/or complete evaluation caused the delay.
2) The child enrolled in SAU after parental consent was received in another SAU but before evaluation could be completed, and parent and subsequent SAU documented an agreed-upon time when the evaluation would be completed.	2) Parent did not return phone calls.
3) Parent withdrew consent to evaluate.	3) Parent did not have transportation.
4) Excessive child absences from school.	4) External evaluator failed to meet evaluation timelines.
5) Documented inability to make contact with the parent to schedule the evaluation.	5) Child not available due to school activities.
6) Documented parent request for a delay.	6) Child under age of majority refused to participate.

25-26 Monitoring Timeline



Mark Your Calendars!

<u>SAU/Charter</u>	<u>Onsite Visit Date</u>
Andover	5/5/2026
AOS 77	11/4/2025
AOS 94	4/6/2026
AOS 96	4/13/2026
Bangor	4/29/2026
Brewer	4/30/2026
Calais	11/5/2025
Cherryfield	4/14/2026
Community Regional	4/9/2026
Ellsworth Public Schools	4/16/2026
Gorham	12/4/2025
Greenbush	4/28/2026
Islesboro	5/14/2026
Lisbon	12/9/2025
Maine Arts Academy	11/13/2025
Maine Indian Education	11/6/2025
Maine Virtual Academy	5/15/2026
Milford	4/28/2026
Millinocket	4/27/2026
MSAD 27	5/19/2026
Northport	5/12/2026
Richmond	12/11/2025
RSU 3	11/18/2025
RSU 5	12/2/2025
RSU 6/MSAD 6	12/3/2025
RSU 7	5/14/2026
RSU 9	5/6/2026
RSU 20	5/11/2026
RSU 24	4/15/2026
RSU 33/MSAD 33	5/19/2026
RSU 40/MSAD 40	4/1/2026
RSU 42/MSAD 42	5/18/2026
RSU 49/MSAD 49	11/20/2025
RSU 53/MSAD 53	4/8/2026
RSU 59/MSAD 59	4/7/2026

25-26 Monitoring Timeline

RSU 65/MSAD 65 (Matinicus)	5/15/2026
RSU 70/MSAD 70	5/20/2026
RSU 71	5/13/2026
RSU 74/MSAD 74	4/7/2026
RSU 82/MSAD 12	5/5/2026
RSU 84/MSAD 14	5/21/2026
Saint George Public Schools	5/12/2026
Sebago	12/1/2025
Union 60	4/2/2026
Vassalboro	11/12/2025
Waterville	11/17/2025
Winslow	11/19/2025
<u>Regional</u>	<u>Onsite Visit Date</u>
Bangor Day Treatment	4/29/2026
<u>CDS</u>	<u>Onsite Visit Date</u>
Opportunities	5/7/2026
Two Rivers	4/17/2026
<u>Magnet</u>	<u>Onsite Visit Date</u>
Maine School Science and Math	5/18/2026