

MM/DD/YY

DIRECTOR NAME, Director of Special Education  
SAU/CHARTER  
P O BOX/STREET ADDRESS  
CITY/STATE/ZIP

Dear (DIRECTOR NAME),

The Maine Department of Education (DOE) is required under federal law to monitor special education programs and services for children 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 the August 25, 2017 version of Maine's Unified Special Education Regulations (MUSER).

**(SAU/CHARTER)'s site visit is scheduled for (ALPHA MM/DD/YY), at (TIME).** The on-site visit will include file review and optional program visits. Special Education Directors will receive an email from a member of the Supervision, Monitoring and Support Team mid-June outlining the monitoring process.

Please contact Julie Pelletier 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, please contact Colette Sullivan at [Colette.Sullivan@maine.gov](mailto:Colette.Sullivan@maine.gov) or (207) 530-7862.

Sincerely,

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

EF/CS/jp

cc: (Superintendent), Superintendent of Schools