

26-27 Monitoring Timeline

ITEM	DATE
<u>Letter of Notification</u> • Outlines monitoring process for the cohort • Provides date and time of scheduled onsite visit • <u>No action required</u>	Sent May, 2026
<u>26-27 Cohort Training</u> • Attend training provided by Supervision, Monitoring, and Support Team	May, 2026
<u>26-27 Preparing for the File Review</u> • Attend training provided by Supervision, Monitoring, and Support Team	June, 2026
❖ November-December visits complete by <u>October 1, 2026</u> ❖ April-May visits complete by <u>March 1, 2027</u>	
<u>Self-Assessment</u> ☐ Complete using Microsoft Form (link sent in email) ○ 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 ▪ OOU = Out-of-Unit placements • A summary of your self-assessment data as entered will be shared with you after completion ○ Once submitted the information is not available for you to review or edit ○ Reach out to us if you need to change anything on the self-assessment and we can amend the submission(s).	November-December visits due by <u>October 1, 2026</u> April-May visits due by <u>March 1, 2027</u>
❖ Please have these items/files readily available for review during our scheduled onsite visit ○ 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: ▪ 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> ☐ IEP Fund Authorization Letters ☐ Child Find ☐ Restraint/Seclusion ☐ Referral	Reviewed during onsite visit

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<u>Review of IEPs</u> ☐ Same files/IEPs reviewed on the Self-Assessment ○ Provide current/most recent IEP ☐ Written Notice from Annual Meeting ☐ IEP Progress Reports documenting progress on goals ☐ Complete attached form (Services Provided) for each student including special education and related services ❖ 5 additional files will be requested onsite	Reviewed during onsite visit
<u>OOU (Out-of-Unit)</u> ☐ 1 from each OOU for file/IEP review ○ Provide current/most recent IEP ☐ Written Notice from Annual Meeting ☐ IEP Progress Reports documenting progress on goals ☐ Complete attached form (Services Provided) for each student including special education and related services ☐ All files for any active student (not graduating) placed at OOU within the last 2 school years (25-26 or 26-27) • We will be looking at: ☐ IEP and WN prior to placement ☐ WN of placement ☐ WN of 30 day review ☐ current IEP • Access to the full file is easiest	Reviewed during onsite visit
<u>Transition Plans (B13)</u> • 10 transition plans (number is flexible depending on child count) ○ No seniors • Provide for each: ☐ Consent to invite outside agency, if applicable ☐ AWN from annual ☐ WN from annual ☐ Section 5 (goals) of IEP ☐ Section 9 • Can overlap with self-assessment files and/or OOU files	Reviewed during onsite visit

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<u>Abbreviated Day</u> • All files for students currently on Abbreviated Day • We will be looking at: ☐ WNs from start of Abbreviated Day to present ☐ IEPs from start of Abbreviated Day to present • Documents regulatory expectations	Reviewed during onsite visit
<u>Parentally Place Private School Students</u> • All ISPs for students placed in private school(s) within your district, if applicable	Reviewed during onsite visit
<u>Forms</u> ☐ 1 Speech/Language Eligibility Form ☐ 3 Learning Disability Evaluation Forms including signatures ☐ 3 Adverse Effect Forms • From initial evaluations and/or reevaluations • Can be a mix of both ☐ 3 Summary of Performance Forms ☐ 3 Eligibility Forms from students that have been dismissed from services or changed disability category	Reviewed during onsite visit
<u>Child Find (B11) K-12</u> • 10 Initial Referrals – from 25-26 and/or 26-27 school year ☐ AWN of initial referral <u>OR</u> WN of initial referral (documenting Procedural Safeguards were given upon initial referral) ☐ signed Parental Consent to Evaluate with date received by SAU ☐ First page of each evaluation identified on consent ☐ WN of eligibility meeting *this needs to be ≤ 45 school days from date received on Parental Consent to Evaluate ☐ School calendars for 25-26 and 26-27 with 'no school' days marked • >45 school days use Acceptable/Unacceptable Reasons for Delay chart ○ Acceptable/Unacceptable Reasons Chart included at the end of the checklist	Reviewed during onsite visit

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<u>**For SAUs who have adopted responsibility for FAPE for Pre-K**</u> <u>Transition from Part C to Part B (B12) and (B11) Pre-K</u> • All Part B referrals in the 6 months prior to on-site visit ☐ WN from Part C Transition Conference with evidence of Part B representative present ☐ AWN of initial referral <u>OR</u> WN of initial referral (documenting Procedural Safeguards were given upon initial referral) ☐ Signed Parental Consent to Evaluate with date received by SAU ☐ First page of each evaluation identified on consent ☐ Initial IEP if eligible *must be implemented by 3rd birthday ☐ WN of eligibility meeting • >60 days or not implemented by 3rd birthday use Acceptable/Unacceptable Reasons for Delay chart ○ Acceptable/Unacceptable Reasons Chart included at the end of the checklist	Reviewed during onsite visit
<u>Disciplinary Removals (B4)</u> • Any student with an IEP that has been removed for more than 10 days ☐ Discipline records/logs ☐ WN documenting that services were provided beginning day 11 ☐ WN documenting FBA discussion MD (Manifestation Determination) meeting ❖ November-December visits include documentation from school year 2025-2026 ❖ April-May visits include documentation from school year 2026-2027	Reviewed during onsite visit
<u>Abbreviated Day, if applicable</u> • Child specific 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 ☐ Complete Abbreviated Day by due date outlined in email (if applicable) ○ Submit to monitoring.doe@maine.gov	Sent after onsite visit Due within 30 days from notice
❖ SAUs visited November-December	

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<u>Corrective Action Plan (SAUs visited November-December)</u> • 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, 2027 Due November 30, 2027
❖ SAUs visited April-May	
<u>Corrective Action Plan (SAUs visited April-May)</u> • 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, 2027 Due April 30, 2028

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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.

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Mark Your Calendars!

<u>SAU/Charter</u>	<u>Onsite Visit Date</u>
Acadia Academy	4/5/2027
AOS 93	5/24/2027
Auburn	4/7/2027
Augusta	11/9/2026
Biddeford	12/3/2026
Brewer	4/15/2027
Bristol	5/27/2027
Brunswick	4/28/2027
Cape Elizabeth	11/4/2026
Chebeague Island	4/30/2027
East Millinocket	5/13/2027
Ecology Learning Center	11/17/2026
Maine Academy of Natural Science	11/18/2026
Medway	5/13/2027
Northport	5/6/2027
RSU 1	4/29/2027
RSU 2	11/10/2026
RSU 4	11/12/2026
RSU 10	5/19/2027
RSU 12	5/26/2027
RSU 14	4/26/2027
RSU 16	4/6/2027
RSU 18	11/19/2026
RSU 19	4/12/2027
RSU 23	12/2/2026
RSU 32/MSAD 32	5/12/2027
RSU 48	5/25/2027
RSU 57	11/3/2026
RSU 64/MSAD 64	4/14/2027
RSU 78	5/18/2027
RSU 80/MSAD 4	4/13/2027
RSU 88/MSAD 24	5/11/2027
South Bristol	5/27/2027
Union 76	5/5/2027
West Bath	4/30/2027

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Wiscasset	4/27/2027
<u>Regional</u>	<u>Onsite Visit Date</u>
Western Foothills	5/19/2027
<u>CDS</u>	<u>Onsite Visit Date</u>
DownEast	7/29/2026
First Step	7/15/2026
Midcoast	7/23/2026
York	7/16/2026