

## District Special Education Monitoring Checklist: 2012-13 Cohort

School Year 2011-12

Complete	TASK in the Process						
<input type="checkbox"/>	Attend Fall/Winter Self-Assessment Training Date attended: _____						
<input type="checkbox"/>  Due March 1, 2012	Improvement Plan <ul style="list-style-type: none"> <li>• Identify areas to be included:               <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Graduation rate</td> <td><input type="checkbox"/> Dropout rate</td> </tr> <tr> <td><input type="checkbox"/> MAP-CA 3-5</td> <td><input type="checkbox"/> LRE &gt;79%</td> </tr> <tr> <td><input type="checkbox"/> LRE &lt;40%</td> <td><input type="checkbox"/> None identified</td> </tr> </table> </li> <li>• Conduct Needs Assessment</li> <li>• Submit in ePeGs</li> </ul>	<input type="checkbox"/> Graduation rate	<input type="checkbox"/> Dropout rate	<input type="checkbox"/> MAP-CA 3-5	<input type="checkbox"/> LRE >79%	<input type="checkbox"/> LRE <40%	<input type="checkbox"/> None identified
<input type="checkbox"/> Graduation rate	<input type="checkbox"/> Dropout rate						
<input type="checkbox"/> MAP-CA 3-5	<input type="checkbox"/> LRE >79%						
<input type="checkbox"/> LRE <40%	<input type="checkbox"/> None identified						
<input type="checkbox"/>  Due March 1, 2012	File Review <ul style="list-style-type: none"> <li>• Identify areas to be included:               <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Initial Evaluations</td> <td><input type="checkbox"/> Reevaluations</td> </tr> <tr> <td><input type="checkbox"/> Transition</td> <td><input type="checkbox"/> IEP</td> </tr> <tr> <td><input type="checkbox"/> LRE-placement</td> <td><input type="checkbox"/> Discipline</td> </tr> </table> </li> <li>• Identify # of files to be reviewed by district: _____</li> <li>• Conduct file review and enter into IMACS</li> <li>• Submit in IMACS</li> </ul>	<input type="checkbox"/> Initial Evaluations	<input type="checkbox"/> Reevaluations	<input type="checkbox"/> Transition	<input type="checkbox"/> IEP	<input type="checkbox"/> LRE-placement	<input type="checkbox"/> Discipline
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<input type="checkbox"/> Transition	<input type="checkbox"/> IEP						
<input type="checkbox"/> LRE-placement	<input type="checkbox"/> Discipline						
<input type="checkbox"/>  Due May 15, 2012	Timelines for Initial Evaluation AND Part C to Part B Transitions <ul style="list-style-type: none"> <li>• Enter data into IMACS</li> <li>• Submit in IMACS</li> </ul>						
<input type="checkbox"/>  Due May 15, 2012	Verification Documentation of file review <ul style="list-style-type: none"> <li>• Mail selected documentation to DESE</li> </ul>						

## School Year 2012-13

Complete	TASK in the Process
<input type="checkbox"/> Mid-September 2012	Read Final Report and review results <ul style="list-style-type: none"> <li>District selected for onsite monitoring  <input type="checkbox"/>Yes   <input type="checkbox"/>No</li> </ul>
<input type="checkbox"/> Due date is _____ ( 30 days from date of Final Report)	Step 1: Plan for Correction <ul style="list-style-type: none"> <li>Develop Corrective Action Plan for correcting any non-compliance identified</li> <li>Plan must include strategies and timelines for achieving compliance</li> <li>Enter and submit in IMACS</li> </ul>
<input type="checkbox"/> Due date is _____ ( 90 days from date of Final Report)	I-CAP <ul style="list-style-type: none"> <li>Correct each indicator that is not in compliance for each individual student</li> <li>Mail documentation to DESE showing compliance for each identified indicator for each individual student</li> <li>Document in IMACS and submit</li> <li>Continue until each I-CAP is cleared</li> </ul>
<input type="checkbox"/> Due by end of May 2013*  *ALL noncompliance MUST be corrected within 12 months of the Final Report	CAP <ul style="list-style-type: none"> <li>For each indicator identified as not in compliance:                             <ul style="list-style-type: none"> <li>Mail multiple samples of compliant documentation</li> <li>Document in IMACS and submit</li> </ul> </li> <li>Continue until each Indicator identified in the CAP is cleared</li> </ul>

### Resources:

Agency	Name	Phone #	Email address
RPDC			
DESE			

Special Education Compliance  
 PO Box 480, Jefferson City, MO 65102  
 573-751-0699