

## LEA Special Education Compliance Monitoring Checklist: Cohort 3

School Year: 2016-2017

Complete	TASK in the Process
<input type="checkbox"/> Mid-October 2016	Watch the Self-Assessment Training Webinar in October Date watched: _____
<input type="checkbox"/> Due February 1, 2017	File Review <ul style="list-style-type: none"> <li>• Identify areas to be included:                              Initial Evaluations, Reevaluations, Transition, IEP,                              LRE-placement, Discipline</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"/> Due April 1, 2017	Verification Documentation of file review <ul style="list-style-type: none"> <li>• Upload selected documentation to DESE</li> </ul>
<input type="checkbox"/> Due May 15, 2017	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> Include ALL Initial Evaluations from 7/1/16 through 4/30/17 Note: All Part C to B students evaluated need to be entered in BOTH the C to B timeline and the initial timeline
<input type="checkbox"/> Per instructions	Parent Surveys <ul style="list-style-type: none"> <li>• Per instructions, provide Parent Surveys to all parents of students                              with disabilities in the LEA</li> </ul>

## School Year 2017-18

Complete	TASK in the Process
<input type="checkbox"/> Mid-September 2017	Read SPED Program Review 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> Watch Corrective Action Plan (CAP) Year Webinar Date watched: _____
<input type="checkbox"/> Due date is November 1, 2017 or sooner	Plan for Correction <ul style="list-style-type: none"> <li>Develop Plan for Correction for addressing the root of any noncompliance identified</li> <li>Plan must include strategies and timelines for achieving compliance (may use the Rubric to assist in development of Plan)</li> <li>Enter and submit in IMACS</li> </ul>
<input type="checkbox"/> Due date is December 31, 2017 or sooner	I-CAP <ul style="list-style-type: none"> <li>Correct each indicator that is not in compliance for each individual student</li> <li>Upload documentation to DESE showing compliance for each identified indicator for each individual student</li> <li>Continue until each I-CAP is cleared</li> </ul>
<input type="checkbox"/> Due by April 1, 2018 or sooner* <small>*ALL noncompliance MUST be corrected within 12 months of the SPED Review Report</small>	Samples of Compliance <ul style="list-style-type: none"> <li>For each indicator identified as not in compliance:               <ul style="list-style-type: none"> <li>Upload 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			

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