

**DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
OFFICE OF SPECIAL EDUCATION-COMPLIANCE PART B
OCTOBER 2018 TO DO LIST**

1. October is **DISABILITY AWARENESS MONTH**. This is a great time to plan activities to raise awareness in your schools. A resource titled Disability History and Awareness: A Resource Guide for Missouri contains information about disability etiquette, laws and history, as well as promotional ideas and resources. The Guide can be found at <https://disability.mo.gov/files/HistoryAwareness.pdf>
2. The **TOP 10 CHART** is posted. This information is designed to provide technical assistance to LEA staff on common causes of noncompliance.
3. The end of first quarter and parent/teacher conferences usually signals an increase in parent and teacher requests for consideration of an initial special education evaluation. Be sure to review your LEA's procedures and practices for this process. A parent request must end with a Prior Written Notice being provided either indicating an evaluation will be conducted or the request is refused. An agency request must always be reviewed to determine whether a disability is suspected and if it is, provide the parent a Prior Written Notice for an evaluation.
4. The following link <https://dese.mo.gov/college-career-readiness-readiness/assessment> will provide many resources on required assessments. Be sure and check out the MAP-A information and the other resources for district use.
5. Parents or school district staff may agree to conduct a **FACILITATED IEP (FIEP)** Team meeting when both parties agree it would be beneficial to have a neutral person assist the IEP Team to efficiently and effectively address team concerns. The neutral IEP facilitator helps to create an environment in which the IEP Team members can listen to one another's points of view. The neutral IEP facilitator's role is to assist the IEP Team to work together to build consensus in developing an IEP that meets the student's needs and is acceptable to both the parents and the school district. This process is designed to be utilized when there is a sense from either of the parties that the issues at the IEP meeting may lead to significant disagreement or create an uncomfortable climate. IEP Facilitation is provided at no cost for IDEA-related cases and is requested through the Department of Elementary and Secondary Education (DESE).
6. The end of the first quarter will be quickly approaching. Progress monitoring should be completed. This is an educational record that can be asked for upon request.
7. Several questions have come up regarding when to provide prior written notice or notice of action. DESE has provided a number of resources on this topic which can be found on the DESE Compliance website under General Guidance, FAQs, and Forms.

8. LEAs in **COHORT 2** are participating in the self-assessment year during the 2018-19 school year. The self-assessment power point will be posted to the Compliance website under the self-assessment link at the top of the page. This presentation will walk **COHORT 2** LEAs through the process, required activities, and due dates as well as provide handouts including the monitoring checklist. The window to conduct the self-assessment and enter data into **IMACS 2.0** will be **November 1, 2018, to February 1, 2019**.
9. **COHORT 3** are participating the Maintain and Retrain process. This is a time for Cohort 3 LEAs to participate and provide trainings to district staff to stay up to date on compliance issues.
10. **COHORT 1** LEAs will receive the results of their Self-assessment and Desk Review in late October 2018. A PowerPoint presentation describing the corrective action plan (CAP) process will be posted by late October under the Corrective Action Plan Year. This webinar is designed to provide direction/guidance to assist Cohort 1 LEAs to efficiently and effectively correct any identified noncompliance within the required timelines. Deadline to submit Plans for Correction in IMACS is **November 30, 2018** or sooner.