

DECEMBER 2019 TO DO LIST  
DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
OFFICE OF SPECIAL EDUCATION - PART B COMPLIANCE

1. Complete the **DECEMBER 1 CHILD COUNT** by December 15th.
2. **Tiered Monitoring Year 2** - No later than **December 31, 2019**, documentation of individual correction of noncompliance (the **ICAP**) for identified students is due. Year 2 LEAs who had noncompliance identified through their file review should be implementing their approved Plans for Correction. Please contact your Compliance Supervisor or your RPDC Compliance Consultant for assistance.
3. Some LEAs may have students with IEPs who graduate at the end of the first semester. Be sure to provide **Prior Written Notice for Graduation** (describing the change in services and change in eligibility) *ten or more days prior to graduation*. There are no exceptions to this requirement and the implementation period may not be waived. Also, be sure to provide the summary of performance as required.
4. Interested in scheduling a DESE **Facilitated IEP** meeting? The effective communication skills and efficient organizational strategies used in IEP meeting facilitation are win-win for all parties. Contact the Office of Special Education at 573-751-0699 if you are interested in participating. Facilitation is provided at no cost to either the district or parent, but both parties must agree to participate.
5. For information about **virtual education** for students with IEPs, please read the Q&A for MOCAP for special education which is posted on the DESE web site. Select *MOCAP Special Education* from the menu on the page that opens at this address:  
<https://mocap.mo.gov/districts.html>
6. If your LEA is using the **SPEECH IMPLEMENTER MODEL** during the current school year, you must have an approved application on file with DESE. Without an approved application, the LEA is out of compliance. A new application must be submitted if there are changes in staff members who are acting as implementers or supervising implementers because approval of the application is contingent on the personnel listed on the application meeting the requirements. Refer to section 400 of the Standards and Indicators Manual for details. Contact Lori Abercrombie at 573-751-3520 if you have questions.
7. **Tiered Monitoring Year 1** schools conducting a self-assessment this year can access the *Self-Assessment* presentation and handouts on the Compliance webpage at <https://dese.mo.gov/special-education/compliance/tiered-monitoring-imals-fags>. The window to conduct the self-assessment file reviews and enter the data into IMACS is November 4, 2019, until January 31, 2020. Plan ahead to complete the required student file reviews, initial evaluation timelines, and C to B transition timelines. Please call 573-751-0699 if you have questions.

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8. **Tiered Monitoring Year 3** schools should be providing professional development to maintain compliance and improve outcomes for students with disabilities. Also, please be sure to review procedures and practices within your LEA to increase efficiency and effectiveness in order to support continued compliance. The next self-assessment is just around the corner (next school year.)
9. DESE has provided each LEA in Missouri with a complimentary subscription to LRP's **Special Ed Connection**. [Special Ed Connections](#) is an online resource that provides instant access to Special Education topics such as federal regulations or case law as well as guidance documents to assist districts with IDEA compliance. There are three Smart Start guidance documents to assist districts in understanding **Extended School Year (ESY)**. [SmartStart: FAPE & Extended Programming](#) explores the IDEA requirements surrounding the extended school year and the relationship to the provision of FAPE. [SmartStart: IEPs & Extended School Year Programming](#) addresses the relationship between the IEP and extended school year programming. [SmartStart: Placement & Extended School Year and Summer School Programs](#) examines some of the circumstances when such extended school year services could be required. If you need assistance accessing your Special Ed Connections account please contact Cori Reines at LRP either via email [creines@lrp.com](mailto:creines@lrp.com) by phone 800-515-4577, ext. 6439.
10. DESE's Special Education [General Guidance](#) page lists many valuable resources including all of the previous Myth of the Months and To Do lists. Please bookmark this page because we are also working on updating some of the FAQs and guidance documents in the coming months.
11. Have a great **WINTER BREAK!** As the first half of the school year winds down please be mindful of a few important components of the Special Education process. Remember that goal progress needs to be reported on as often as marked as on the student's IEP so check your IEPs and LEAs need to stay ever attentive to evaluation timelines as winter break approaches.