

FEBRUARY 2020 TO DO LIST
DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
OFFICE OF SPECIAL EDUCATION - PART B COMPLIANCE

- 1) **State assessments** will be occurring in February, March, April & May. Be sure to review **FORM D** of each student's IEP for statewide testing accommodations and compare those selected with the accommodations/modifications shown on Form F that the student has used regularly during the school year. Update as necessary and make plans to follow your district's procedures for coordinating the provision of accommodations/modifications with the building-level and district-level test coordinators.

The **State Assessment** windows are as follows:

MAP Grade-Level (3-8) Assessment: 3/30/2020 to 05/22/2020

End-of-Course: 2/17/2020 to 5/22/2020

MAP-A: 2/3/2020 to 5/15/2020

- 2) Dynamic Learning Maps has provided a new **MAP-A** District and Building Administrator Training for 2019-20. Staff will learn about the components of DLM alternate assessments: core beliefs, eligibility, assessment design, accessibility supports, assessment delivery and reports and resources. After completing training, district staff may sign up for the Q&A session on Thursday, February 27 at 2:00 - 2:30. See <https://dynamiclearningmaps.org/district-staff-training-resources-ie> or contact Dr. Caryn Giarratano, Assistant Director of Assessment, at 573-751-6731 for more information about this and other MAP-A trainings.
- 3) Requests for special education **EVALUATIONS** often increase during third and fourth quarters of each school year. Be sure your public agency has procedures and practices in place to process these requests from agency personnel and parents up until the last day of the school year. Public agencies cannot have an arbitrary cut-off date for accepting requests for an initial evaluation; however, it is important to keep in mind that there are acceptable extensions to the first 30 and 60 days of the evaluation timeline listed in the Missouri State Plan for Special Education, Regulation III (p. 34). There are no acceptable extensions to the 30 day timeline for developing an IEP.
- 4) **Tiered Monitoring Year 3** – Cohort 1 LEAs 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.
- 5) **Tiered Monitoring Year 2** – Cohort 2 LEAs who had noncompliance identified through their file review should be implementing their approved Plans for Correction and preparing their **SAMPLES OF CORRECTION** to submit by April 1, 2020. Please contact your Compliance Supervisor or your RPDC Compliance Consultant for assistance.
- 6) **Tiered Monitoring Year 1** – Cohort 3 LEAs conducting a self-assessment this year can expect to receive notification via IMACS 2.0 by the first week of March concerning file selection. LEAs will be asked to upload within IMACS 2.0 between three to five student files. Access

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the **Self-Assessment Training for Cohort 3** presentation and review slides 16 - 18. Please call 573-751-0699 if you have questions.

As Cohort 3 LEAs get ready to submit their C to B transition and initial evaluation timelines in March remember to also upload a copy of your district calendar showing the days that school was not in session due to holidays, snow, flu, etc. Do not forget to list dates that students were absent so that can be backed out of the count when reviewing the timelines for compliance.

- 7) It is time to start planning for next school year. Don't forget about the **CONSULTATION MEETING** that must be held at least annually with representatives and parents of private, parochial, and homeschool students within each public agencies boundaries to determine a plan for providing services through proportionate share funds. At this consultation meeting, the below issues must be addressed.
- how child find activities will be implemented
 - which private/parochial/homeschool children will receive services
 - what services will be provided
 - how and where the services will be provided, including time and location of services, and
 - how the services will be evaluated

Helpful guidance and worksheets to assist your LEA to complete the consultation process can be found at <https://dese.mo.gov/financial-admin-services/special-education-finance/part-b-proportionate-share> and <https://dese.mo.gov/sites/default/files/sef-PropShareGlance.pdf>

- 8) 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. The February Myth of the Month covered **MEETING NOTIFICATIONS** and there is a Smart Start guidance document from LRP to assist districts in understanding them a little bit better. [SmartStart: Meeting Notifications](#) explores the requirements surrounding compliance with the IDEA's parent notice provisions. If you need assistance accessing your Special Ed Connections account please contact Cori Reines at LRP either via email creines@lrp.com or by phone 800-515-4577, ext. 6439.