

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

1. Make plans to gather and verify the data needed to complete the **DECEMBER 1 CHILD COUNT**.
2. 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, the implementation period may not be waived. Also, be sure to provide the summary of performance as required.
3. 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.
4. Bookmark or print a copy of the revised *Standards and Indicators Manual*. <https://dese.mo.gov/special-education/compliance/standards-indicators>
5. 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.
6. **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.
7. **Tiered Monitoring Year 2** *The Corrective Action Plan (CAP) Year Training & Guidance Presentation* was posted to the Tiered Monitoring web page on October 1, 2019. Year 2 LEAs who had noncompliance identified through their file review should be implementing their approved Plans for Correction. Documentation of individual correction of noncompliance (the I-CAP) for identified students is due no later than December 31, 2019.

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

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. **Postsecondary Transition Planning** – every child with an IEP is required to have a transition plan in place by the time the child reaches age 16. This means that the transition plan must be developed and included in the IEP when the student is age 15. The transition plan must have all of the required components regardless of the student's age. If the IEP team of a child age 14 or younger decides the child needs a transition service then transition planning must be included in the current IEP and the transition plan must have all the required components.
10. 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 guidance document, [Give parents complete information when they request IEE](#), is an example of the resources you can access through Special Ed Connections. These documents provides helpful hints about what information should be given to the parents when they request an **IEE**. 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) or by phone 800-515-4577, ext. 6439.
11. Have a great **THANKSGIVING HOLIDAY BREAK!** Just remember the weekend following Thanksgiving may NOT be used to extend the first 30-days or the next 60-days in initial evaluation timelines.
12. 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.