

Bureau of Special Education
2026-2027 MONITORING AT – A- GLANCE

Activity	Participants
Mid-August, 2026	
- Selected LEAs informed that they will be monitored. - Educational Benefit Review – list of students issued	Email to SD Superintendent/ CS Chief Executive Officer and Special Education Director
By September 14, 2026	
CMCI web-based training is completed via Schoology/PaTTAN	Critical members of LEA Team
45 days Prior to Week of Monitoring	
Parent and Teacher Surveys are completed	Critical members of LEA Team
30 days Prior to Week of Monitoring	
LTF Chair is informed of scheduled monitoring	BSE Staff
LEA submits complete FSA to Leader Services CMCI website.	Critical members of LEA Team
Prior to Day 1 of Monitoring	
Upload - FSA related documents, policies, procedures to Leader Services CMCI website - FSA related student files to Leader Services CMCI website/OR provide BSE Chair access to Student Information System	Critical members of LEA Team
Day 1 of Monitoring	
Virtual/On Site Administrative Interview	- Superintendent/CEO - Special Education Director - Representative Building Principals - School Psychologists - Other designated personnel
Day 2 -3 of Monitoring - ONSITE	
- Student File Reviews (In-depth student case studies) - Classroom Observation - Provide any requested documents to BSE Chair.	- BSE Chair (Manage monitoring process, support peers) - Peers (Student File Reviews, classroom observation) - SD/CS point person (Support BSE Chair, schedule parent and teacher interviews)
Day 2-5 of Monitoring	
Phone/virtual Interviews of Parents, General Education and Special Education Teachers	- Peers - Special Education teacher, General Education teacher, Parent (as needed) - BSE Chair, as needed
Day 4 - Day 10 of Monitoring	
- Complete FSA Review, EBR review, Federal Child Count Verification, Federal Interest Form, Teacher Class Report, etc. - Check Peer paperwork	- BSE Chair - SD/CS point person, as needed
Virtual/On Site Exit Conference	- BSE Chair - Superintendent/CEO - Director of Special Education - Other designated personnel
Monitoring Report Issued – Within 90 days after monitoring completed	

POST MONITORING AT – A- GLANCE

Activity	Participants
Within 15 days of Date of Monitoring Report	
• Contact the LEA to arrange a virtual/onsite CAVP meeting.	• BSE Chairperson • PaTTAN consultant. • IU TaC Staff
Within 30 days of Date of Monitoring Report	
• BSE review for compliance ○ IEP for students whose EBR reviews were cited. ○ Parent and Teacher interview items cited	• BSE Chairperson • Director of Special Education • Other designated personnel
Within 60 days of Date of Monitoring Report	
• First meeting to develop the CAVP to address areas cited as noncompliant.	• BSE Chairperson • Superintendent/CEO • Director of Special Education • Other designated personnel • PaTTAN consultant • IU staff, as needed
Within 90 days of Date of Monitoring Report	
• BSE review ○ Teacher Caseload and Age Range requirements, if found non-compliant. ○ IEP meeting required for students where a determination for compensatory education is cited	• BSE Chairperson • Director of Special Education • Other designated personnel
Within ONE year of Date of Monitoring Report	
• BSE review ○ Improvement plan benchmarks completed, as needed. ○ ICAP student files to verify that the ICAP has been completed for each student. ○ Student files to verify systemic out of compliance items were addressed.	• BSE Chairperson • Director of Special Education • Other designated personnel