

What LEAs Need to Know About the Secondary Transition Cyclical Monitoring Process and Schoolology Course

2025 - 2026

Why is my LEA participating this year?

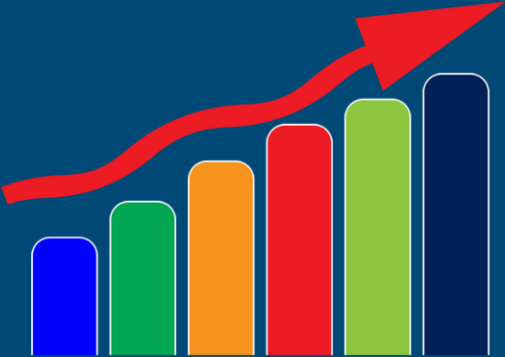


Pennsylvania SPP Indicator 13 for CMCI & Transition Best Practice
IEP File Review Checklist

District: _____ Teacher Last Name, First Name: _____
Date: _____ ☐ Pre-Review ☐ Post-Review
Name of Reviewer(s): _____
Reviewer: ☐ IJ ☐ PaTTAN
☐ LEA Administrator ☐ Other _____
Special Education Administrator Signature: _____

Percent of youth with IEPs aged 16 and above with an IEP that includes appropriate measurable postsecondary goals that are annually updated and based upon an age appropriate transition assessment, transition services, including courses of study, that will reasonably enable the student to meet those postsecondary goals, and annual IEP goals related to the student's transition service needs. There also must be evidence that the student was invited to the IEP team meeting where transition services are to be discussed and evidence that, if appropriate, a representative of any participating agency was invited to the IEP team meeting with the prior consent of the parent or student who has reached the age of majority. (20 U.S.C. 1416(a)(3)(B))

NSTTAC Indicator 13 Checklist		PA CMCI File Review Question	Look At	Y	N	N/A
INVITATION TO PARTICIPATE IN THE IEP MEETING						
1	Is there evidence that the student was invited to the IEP meeting?	247 Transition Planning and Services: Transition planning is checked (age 14 or younger if deemed	IEP invitation			



LEA Requirement 1

Develop an administrative team to support the targeted training and technical assistance process

LEA Requirement 2

Lead contact person to complete an interview/survey regarding effective practices for secondary transition

LEA Requirements 3-5

- Identify staff required to participate in IEP pre-reviews using the PA Indicator 13 checklist
- Complete Indicator 13: Preparing for Cyclical Monitoring: A Focus on Secondary Transition Schoology course work and coaching feedback sessions as dictated by LEA action plan
- All identified staff (from bullet one) to complete IEP post-reviews

Process - Leader Services!

1. IEPs submitted to TAC through IEP Writer or Leader Services website by the end of September
2. Checklists are entered by TaC
3. Reports generated by TaC
4. Historical data will be available to LEAs through TAC

Electronic IEP Submission

Please take a moment to complete
the Microsoft Form Survey now



Overview of this year's process

- Attend/Watch the Administrative Overview on September 10 (and recording found on the PaTTAN website)
- Completion of the Microsoft Forms Survey
- Meet with IU TaC to complete the Program Survey & set timelines
- Share student files (IEP/Invite) with TaC for pre-reviews
- Ensure all relevant staff register and complete the Schoology course between September 12, 2025-February 27, 2026
- Determine coaching based on pre-review findings and Schoology course data
- After completion of Schoology course, determine how post-review documents are shared with TaC
- Determine if additional coaching is needed based on all data acquired thus far

Timeline September

LEA Responsibility

- LEA designee participates in 9/10 webinar and develops an administrative team
- Meet with IU/PaTTAN to review staff required for participation in online course, discuss coaching process and complete survey/interview with IU TaC
- Begin *Preparing for Cyclical Monitoring: A Focus on Secondary Transition* Schoology course
- Submit one IEP/each staff who writes/contributes to the development of IEPs for students ages 14 through graduation or aging out

review content of
IU/PaTTAN
online course
Responsibility
discuss coaching
process, administer
survey/interview,
discuss LEA
training/action plan

Timeline *October*

LEA Responsibility

- Review data with IU/PaTTAN to identify coaching goals
- Continue Schoology Course

IU/PaTTAN Responsibility

- Complete Indicator 13 checklist and review with LEA and/or teachers
- Review IEP pre-review with LEA to identify any appropriate coaching goals
- Create an Action Plan with the LEA based on IEP pre-review data

Timeline *November to May*

LEA Responsibility

- Complete any coaching sessions in addition to the Schoology course
- **Schoology course completed by 2/27/26**
- Submit IEPs for post-review
- Meet with IU/PaTTAN to review pre and post results and discuss any additional training/coaching recommendations

IU/PaTTAN Responsibility

- TAC meet with assigned PaTTAN consultants to review Schoology progress
- Provide any needed additional coaching/training
- Submit LEA training plan by 12/12/25
- Enter pre-reviews into Leader website prior to meeting with LEA
- Coach LEA staff to consider internal processes for using Indicator 13 checklist to review IEPs
- Complete post reviews and review results with LEA; discuss additional needs

Timeline

June

- All coaching completed and if needed, follow-up training or technical assistance is scheduled

LEA

Responsibility

IU/PaTTAN Responsibility

- All trainings are completed and, if needed, follow-up coaching or technical assistance are scheduled
- Post reviews are completed and all data is entered into Leader website no later than June 5, 2026
- All training forms entered in Leader Services I-13 Database by June 5, 2026

Timeline *Additional Support*

LEA Responsibility

- Participate in any recommended follow-up training/coaching, if identified

IU/PaTTAN Responsibility

- Provide follow-up training/coaching if recommended. May include additional Indicator 13 IEP reviews



About the Schoolology Course

Accessing the Course

Identified staff register for Schoology course on the PaTTAN website

- The Registration Key is: IND13-2025

Start Date	Time	Days	Location	Session Title	Status
09/12/2025	12:00 AM-11:59 PM	2	PaTTAN - Online Course	Western Region - (IUs 1, 2, 3, 4, 5, 6, 7, 27, 28)	OPEN
09/12/2025	12:00 AM-11:59 PM	2	PaTTAN - Online Course	Eastern Region - (IUs 18, 19, 20, 21, 22, 23, 24, 25)	OPEN
09/12/2025	12:00 AM-11:59 PM	2	PaTTAN - Online Course	Central Region (IUs 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 29)	OPEN
09/12/2025	12:00 AM-11:59 PM	2	PaTTAN - Online Course	IU 26 Charter Schools & School District of Philadelphia	OPEN

Accessing the Course

- WisdomWhere will send a confirmation email with Schoology codes and directions to join the course
 - If you do not receive the directions from WisdomWhere within 24 hours, please email Kristen Olszyk at kolszyk@pattan.net
- The course must be completed between 9/12/25 and 2/27/26

Accessing the Course

- If at all possible, participants' usernames for Schoology should be:
 - FIRSTNAME LASTNAME SCHOOLNAME
 - IMPORTANT: SCHOOLNAME should be the complete name of your district/charter/cyber charter
 - Example: CecilCrouchSenecaValley
- A Q and A trouble-shooting document is available on our website under Secondary Transition



A little more
about
Schoolology...

- Transition Planning Overview
- Aligned IEPs
- Step 1: Assessment
- Step 2: Present Education Levels
- Step 3: Measurable Post-School Goals
- Step 4: The Grid
- Step 5: Measurable Annual Goals and Progress Monitoring



Online Course Overview and Module

First Folder: “START HERE”

- This first folder provides overview information about the course
- To receive 6 Act 48 hours participants must:
 - Watch all videos
 - Respond to all “Coffee Talks”
 - Score 100% on each quiz



Resources to
support your
work

FIRST FOLDER: “START HERE”

- IEP Alignment Checklist
- Annotated IEP
- Indicator 13 Checklist

Online Course Overview

- View videos
- Respond in “Coffee Talk” in each module
- Complete the module quiz

Next Steps: Admin

- Identify who will be taking the course and have them register on the PaTTAN Training Calendar for September 12
- Meet with your IU/TAC to:
 - Complete Program Survey/Interview
 - Establish internal timelines for course completion
 - Discuss coaching options
- Submit IEP Pre-Reviews to TAC by the end of September

Next Steps for Staff

Register on PaTTAN Calendar

- September 12, 2025: Preparing for Cyclical Monitoring: A Focus on Secondary Transition
 - Registration Key is: IND13-2025
- You will receive a confirmation email from WisdomWhere with directions.
 - If you do not, please email Kristen Olszyk at kolszyk@pattan.net
- Sample script for you to share with staff & Resource for registration in WW & Schoology
<https://docs.google.com/document/d/19P1TjdX7Jqxm5Czc9XDIsPcJ4ZVslmTkQMxFe31RgWg/copy>
- Complete course between 9/12/25 and 2/27/26

How to Register and Join the Course!

1. Go to www.pattan.net
2. Click on “Training Calendar”
3. Go to September 12, 2025 and click on the region where your LEA is located based on your Intermediate Unit, “Preparing for Cyclical Monitoring: A Focus on Secondary Transition”
4. Click “Register Now” (you’ll need to enter the Registration Key: IND13-2025)
5. Choose the correct Regional Code your LEA resides in based on the IU
6. Check email for a confirmation email from WisdomWhere
7. For the Schoology course, be sure to use the CORRECT Regional Code to join the appropriate Schoology course

Commonly Asked Questions

1. Does the Schoology course need to be completed in one sitting
2. Do you have to register through WisdomWhere before starting the course?
3. What if we can't find our LEA listed in the dropdown list in the Microsoft Survey but it's listed on the PDE Bulletin Board?
4. Are all special education teachers required to complete the Schoology course, or only those included in the Administrative Team?
5. Should the Schoology course only be completed by staff who actively write transition-age IEPs?
6. After completing the course, how long until I receive Act 48?

Questions?

For questions after today, please contact:

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