



School District/Charter School Compliance Monitoring System

Procedures

Pennsylvania Department of Education
Bureau of Special Education



Procedures

Monitoring Procedures, Letters, and Forms

1. **Superintendent's Letter of Notification of Monitoring**
2. **Chief Executive Officer's Letter of Notification of Monitoring**
3. **Sample Annotated School Calendar**
 - General Monitoring Schedule**
 - Random Sample of Students for FSA Educational Benefit Review #23**
 - Roster (Charter Schools only)**
4. **LTF Chairperson's Letter of Notification of Monitoring**



Superintendent's Letter of Notification of Monitoring

(Date)

(Superintendent)

(School District)

Dear _____

The Pennsylvania Department of Education has the responsibility to ensure that all school districts providing services either directly or by contractual arrangements administer special education services and programs that are in compliance with applicable state and federal laws and regulations. In order to fulfill this responsibility, the Bureau of Special Education (BSE) has established administrative procedures that provide ongoing monitoring of program implementation, including evaluation of the appropriateness, effectiveness, and accountability of special education services and programs provided by school districts.

This letter is being sent as official notification of monitoring to be conducted by the BSE in your school district during the week of **(Week of Monitoring)**. In preparation for the monitoring, the district must compile and review certain policies, plans, student records and reports. This information is contained in the Facilitated Self-Assessment (FSA). Districts are required to complete the FSA on the Leader Services website **no later than 30 days prior to the on-site visit**. In addition, enclosed is the random sample of students' names who will be reviewed by the district for FSA #23 Educational Benefit Review. **NOTE: The enclosed list of students' names is confidential information and is intended only for the use of the individual or their designee named above. Any disclosure, copying, distribution or the taking of any action in reliance on the content(s) of this information is strictly prohibited.**

The onsite review team will employ a variety of strategies designed to gather information regarding the district's application of state and federal special education mandates. Review strategies include administrative and instructional review, parent interviews, student interviews, policy and procedure analysis, document review, file reviews, and classroom observations.

Enclosed is a general schedule for monitoring to give you an idea of the flow of events. Also enclosed is a sample school calendar, showing days in session, etc. Please prepare and have such a calendar available for the onsite team. The chairperson of the team, **(Chairperson)**, will work directly with you or your designee to answer your questions and finalize logistics.

continued . . .

Following the onsite review, a report of findings will be sent to the school district's administration. The report will identify areas of noncompliance. The BSE Single Point of Contact (SPOC) will arrange an onsite visit at the school district within 60 days of the issuance of the monitoring report. The BSE SPOC, PaTTAN staff, and school district staff will develop a BSE approved plan to verify completion of corrective action for noncompliance and/or improvement plans. Any noncompliance identified through monitoring must be corrected within one year of the date of the monitoring report.

Thank you in advance for assisting the bureau to meet this mandated monitoring requirement. We recognize that this will involve disruption of your normal operations and we apologize for any inconvenience. However, we believe that the outcome will be positive and will result in system-wide improvement in program quality. You may address questions and concerns to **(Chairperson)** at **(email)** or **(phone)**.

Sincerely,

Ann Hinkson-Herrmann, Director

Enclosures: Sample School Calendar
General Monitoring Schedule
Random Sample

cc: (Director of Special Education – IU)
(Local Task Force Contact Chairperson)
(Division Chief)
(Chairperson)



Chief Executive Officer's Letter of Notification of Monitoring

(Date)

(CEO)

(Charter School)

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Enclosures: Sample School Calendar
General Monitoring Schedule
Random Sample
Student Roster

cc: (Director of Special Education – IU)
(Local Task Force Contact Chairperson)
(Division Chief)
(Chairperson)

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Sample Annotated School Calendar

School District 2017-2018 School Calendar

<p>17 New Teacher Induction 21 Professional Dev. (#1) 22 Professional Dev. (#2) 23 Professional Dev. (#3) 24 Schools Open First Day for Students</p>	<p style="text-align: center;">AUGUST 2017</p> <table border="1"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			<p style="text-align: center;">SEPTEMBER 2017</p> <table border="1"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </tbody> </table>	S	M	T	W	Th	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	<p>1 Act 80 Day – No school 4 Labor Day</p>							
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<p>2-4 Spring Break 3 Make-up Day #4 4 Make-up Day #3 9-13 PSSA/English Language Arts, Grades 3-8 16-20 PSSA/Mathematics Grades 3-8 23-27 PSSA/Science Grades 4 & 8 30 PSSA Make-up day</p>	<p style="text-align: center;">APRIL 2018</p> <table border="1"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						<p style="text-align: center;">MAY 2018</p> <table border="1"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			<p>1-4 PSSA Make-up days 14-24 Spring Keystone Exams- High School 25 Make-up Day #5 28 Memorial Day</p>							
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<p>6 Last Day of School Early Dismissal 11:00 am – MO 11:15 am – WD 11:30 am – JFB Noon – MS/HS</p>	<p style="text-align: center;">JUNE 2018</p> <table border="1"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </tbody> </table>	S	M	T	W	Th	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	<p> No school for staff or students.  No school for students – Act 80 day  No school for students – Professional Development day</p>																																																		
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General Monitoring Schedule

Timeframe	Activity	Participants
Pre-On-site	60 days prior to on-site visit the list of students for whom LEA must complete the FSA #23 Educational Benefit Review is mailed to the LEA. 30 days prior to on-site visit LEA submits the entire FSA, via the web, to Leader Services.	
On-site Day 1	Entrance conference and Administrative Interview (Review/discussion of information submitted in the FSA) File Reviews (In-depth student case studies including classroom observations)	<ul style="list-style-type: none"> • Superintendent/CEO • Director/Supervisor/Coordinator of Special Education • Representative Building Principals • School Psychologists • Others as designated by the Superintendent/CEO or PDE Team • PDE Monitoring Team <ul style="list-style-type: none"> • Building Principals • Teachers – Special and General Education • Parents • PDE Monitoring Team
On-site Day 2	Continuation of File Reviews Meeting of the Chairperson and peers to review data from on-site. Forward any required documentation and forms to the Chairperson.	<ul style="list-style-type: none"> • Chairperson • Peers
On-site Day 3 (½ day)	Exit Conference	<ul style="list-style-type: none"> • District Superintendent/CEO • Director/Supervisor/Coordinator of Special Education • Other designated personnel • PDE Monitoring Chairperson

Charter School Roster of Students Receiving Special Education (2017-18)

_____ (IU _____) CHARTER SCHOOL REPORT

DIRECTIONS TO CHARTER SCHOOL: List ALL of the students in the charter school who are receiving special education programs and services.

(Type of Special Education Supports = LS, LSS, ES, D/HIS, BMIS, S/LS, PS, AS, MDS. Amount of Special Education Supports = Itinerant, Supplemental, Full time. Show the location if the building is located outside your CS.)

Key: ID = Intellectual Disability; HI = Hearing Impairments; SLI = Speech or Language Impairments; VI = Visual Impairments; ED = Emotional Disturbance; OI = Orthopedic Impairments; OHI = Other Health Impairment; SLD = Specific Learning Disabilities; DB = Deaf-Blindness; Multi = Multiple Disabilities; AUT = Autism; TBI = Traumatic Brain Injury

Student Name and ID Number	DOB	Primary Exceptionality	Amount of Special Education Supports	Type of Support	Current IEP Date	Service Provider	Building	Teacher
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								
13.								
14.								
15.								
16.								
17.								
18.								
19.								
20.								



LTF's Letter of Notification of Monitoring

(Date)

Chairperson

Local Task Force # (IU #)

Dear _____

This letter is to inform you that the **(LEA NAME)** has been scheduled for special education cyclical monitoring by the Pennsylvania Department of Education, Bureau of Special Education during the week of **(Week of Monitoring)**. As part of this process, the Bureau of Special Education affords each local task force the opportunity to submit written information regarding special education issues which they believe should be brought to the attention of the monitoring team. This information should be provided to the monitoring team chairperson, **(Chairperson)**, at the address below, no later than **(2 week prior to the week of date)**.

The information you provide will be reviewed and, where appropriate and to the extent possible, be incorporated into the monitoring process. Although the monitoring team would wish to interview all individuals and groups who may desire such a meeting, time constraints prohibit this. However, all written information provided prior to the onsite review will be considered.

Thank you for your cooperation and continued interest in special education.

Sincerely,

Ann Hinkson-Herrmann, Director

cc: (Superintendent/CEO)
(Division Chief)
(Chairperson)



Commonwealth of Pennsylvania

Tom Wolf
Governor

Department of Education

Pedro Rivera
Secretary

Matthew S. Stem
Office of Elementary and Secondary Education
Deputy Secretary

Ann Hinkson-Herrmann
Director, Bureau of Special Education

