

**Bureau of Special Education**  
**2024 2025 MONITORING AT – A- GLANCE**

Activity	Participants
<b>Mid-August, 2024</b>	
<ul style="list-style-type: none"> <li>Selected LEAs informed that they will be monitored.</li> <li>Educational Benefit Review – list of students issued</li> </ul>	<ul style="list-style-type: none"> <li>Email from BSE to SD Superintendent/ CS Chief Executive Officer and Special Education Director</li> </ul>
<b>By September 9, 2024</b>	
<ul style="list-style-type: none"> <li>CMCI web-based training is completed – report to Chairperson</li> </ul>	<ul style="list-style-type: none"> <li>Critical members of LEA Team</li> </ul>
<b>45 days Prior to Week of Monitoring</b>	
<ul style="list-style-type: none"> <li>Parent and Teacher Surveys are completed</li> </ul>	<ul style="list-style-type: none"> <li>Critical members of LEA Team</li> </ul>
<b>30 days Prior to Week of Monitoring</b>	
<ul style="list-style-type: none"> <li>LTF Chair is informed of scheduled monitoring</li> </ul>	<ul style="list-style-type: none"> <li>BSE Staff</li> </ul>
<ul style="list-style-type: none"> <li>LEA submits complete FSA to Leader Services CMCI website.</li> </ul>	<ul style="list-style-type: none"> <li>Critical members of LEA Team</li> </ul>
<b>Prior to Day 1 of Monitoring</b>	
Upload <ul style="list-style-type: none"> <li>FSA related documents, policies, procedures to Leader Services CMCI website</li> <li>FSA related student files to Leader Services CMCI website/OR provide BSE Chair access to Student Information System</li> </ul>	<ul style="list-style-type: none"> <li>Critical members of LEA Team</li> </ul>
<b>Day 1 of Monitoring</b>	
<ul style="list-style-type: none"> <li>Virtual/On Site Administrative Interview</li> </ul>	<ul style="list-style-type: none"> <li>Superintendent/CEO</li> <li>Special Education Director</li> <li>Representative Building Principals</li> <li>School Psychologists</li> <li>Other designated personnel</li> </ul>
<b>Day 2 -3 of Monitoring - ONSITE</b>	
<ul style="list-style-type: none"> <li>Student File Reviews (In-depth student case studies)</li> <li>Classroom Observation</li> <li>Provide any requested documents to BSE Chair.</li> </ul>	<ul style="list-style-type: none"> <li>BSE Chair (Manage monitoring process, support peers)</li> <li>Peers (Student File Reviews, classroom observation)</li> <li>SD/CS point person (Support BSE Chair, schedule parent and teacher interviews)</li> </ul>
<b>Day 2-5 of Monitoring</b>	
<ul style="list-style-type: none"> <li>Phone/virtual Interviews of Parents, General Education and Special Education Teachers</li> </ul>	<ul style="list-style-type: none"> <li>Peers</li> <li>Special Education teacher, General Education teacher, Parent (as needed)</li> <li>BSE Chair, as needed</li> </ul>
<b>Day 4 - Day 10 of Monitoring</b>	
<ul style="list-style-type: none"> <li>Complete FSA Review, EBR review, Federal Child Count Verification, Federal Interest Form, Teacher Class Report, etc.</li> <li>Check Peer paperwork</li> </ul>	<ul style="list-style-type: none"> <li>BSE Chair</li> <li>SD/CS point person, as needed</li> </ul>
<ul style="list-style-type: none"> <li>Virtual/On Site Exit Conference</li> </ul>	<ul style="list-style-type: none"> <li>BSE Chair</li> <li>Superintendent/CEO</li> <li>Director of Special Education</li> <li>Other designated personnel</li> </ul>

## POST MONITORING AT – A- GLANCE

Activity	Participants
<b>Within 15 days of Date of Monitoring Report</b>	
<ul style="list-style-type: none"> <li>• Contact the LEA to arrange a virtual/onsite CAVP meeting.</li> </ul>	<ul style="list-style-type: none"> <li>• BSE Chairperson</li> <li>• PaTTAN consultant.</li> </ul>
<b>Within 30 days of Date of Monitoring Report</b>	
<ul style="list-style-type: none"> <li>• BSE review                             <ul style="list-style-type: none"> <li>○ IEP meeting for students whose EBR reviews were cited.</li> <li>○ Parent and Teacher interview items cited</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• BSE Chairperson</li> <li>• Director of Special Education</li> <li>• Other designated personnel</li> </ul>
<b>Within 60 days of Date of Monitoring Report</b>	
<ul style="list-style-type: none"> <li>• First meeting to develop the CAVP to address areas cited as noncompliant.</li> </ul>	<ul style="list-style-type: none"> <li>• BSE Chairperson</li> <li>• Superintendent/CEO</li> <li>• Director of Special Education</li> <li>• Other designated personnel</li> <li>• PaTTAN consultant</li> <li>• IU staff, as needed</li> </ul>
<b>Within 90 days of Date of Monitoring Report</b>	
<ul style="list-style-type: none"> <li>• BSE review                             <ul style="list-style-type: none"> <li>○ Teacher Caseload and Age Range requirements, if found non-compliant.</li> <li>○ IEP meeting required for students where a determination for compensatory education is cited</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• BSE Chairperson</li> <li>• Director of Special Education</li> <li>• Other designated personnel</li> </ul>
<b>Within ONE year of Date of Monitoring Report</b>	
<ul style="list-style-type: none"> <li>• BSE review                             <ul style="list-style-type: none"> <li>○ Improvement plan benchmarks completed, as needed.</li> <li>○ ICAP student files to verify that the ICAP has been completed for each student.</li> <li>○ Student files to verify systemic out of compliance items were addressed.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• BSE Chairperson</li> <li>• Director of Special Education</li> <li>• Other designated personnel</li> </ul>