



Bureau of Indian Education
Division of Performance and Accountability—Special Education

2012 Focused Monitoring On-Site Visit

Improving Education Results for Students with Disabilities

AGENDA--Tentative

Day 1 Date to be Determined

Time	Activity
8:00—8:30	Arrive at School; check in at office
8:30--9:00	Entrance Conference with Principal; Special Education Coordinator/Teacher, ELO staff, et. al. <ul style="list-style-type: none">▪ Introductions▪ Purpose, Expectation, and Outcomes▪ Review Agenda and Materials Checklist▪ Schedule brief tour of school
9:00—12:00	File Review Review of School Documents
12:00—1:00	Lunch
1:00—3:00	File Review (continued) Interview--parents of students with disabilities Interview--Special Education Teacher
3:00—3:30	Wrap Up

Day 2 Date to be Determined

Time	Activity
8:00—8:30	Arrive at school
8:30—12:00	File Review (continued) Classroom observation (2)--general education Interview--general education teacher
12:00—1:00	Lunch
1:00--2:30	Interview--paraeducators (special education) Interview--school administrator
3:00—4:00	Exit Conference <ul style="list-style-type: none">▪ Recommendations, additional analysis, professional development, next steps, etc.

Bureau of Indian Education
Division of Performance and Accountability
SY 2012-2013

School:

Date:

Documents Review

The focus of the on-site monitoring visit is improving educational results and functional outcomes for all students with disabilities; and ensuring that schools meet the program requirements under Part B of the IDEA 2004, with a particular emphasis on those requirements that are most closely related to improving educational results for children with disabilities (34 CFR §300.600). Listed below are written documents that need to be available on-site by the school in preparation for the on-site visit. The documents will help the DPA in determining how best to assist the school in improving education results for students with disabilities.

Documents List:

- Special education policies and procedures that includes discipline of student with disabilities. (IDEA 2004 Part B Section 613(a)(1))
- Notice of Procedural Safeguards brochure of Parent Rights in Special Education (34 CFR §300.503(b)(4))
- List of professional development activities for SY 2011-2012 (34 CFR §300.207)
- List of parental involvement activities (34 CFR §300.322; SPP Indicator 8)
- List of current child find activities and a list of activities conducted during SY 2011-2012 (e.g., screenings, advertisements, posters, etc.) (34 CFR §300.111 and SPP Indicator 5)
- Local School Performance Plan for SY 2011-2012 (34 CFR §300.600 and 604)
- Service Logs for Academic and Related Services (25 CFR §39.403(2)(6); 34 CFR §300.320(a)(4))
- State required certification and/or licensure on file including parent notification if a teacher does not have the required teaching credentials (34 CFR §300.18)
- Positive behavior support interventions implemented (34 CFR §300.324(a)(2)(1); §300.530(2)(c); SPP Indicator 4a)
- Any other information that would be relevant to the monitoring team.