



State of Vermont
Vermont Department of Education
120 State Street
Montpelier, VT 05620-2501

To: Principals, Superintendents, Special Education Administrators
From: Karin Edwards, Director of Integrated Support for Learning
Date: February 1, 2011
Subject: Act 117 Educational Support System and Act 44 2009-2010 Survey

ACTION NEEDED
BY 2/17/11

Act 117 requires that annually each district provide the Vermont Commissioner of Education with a description of the Educational Support System (ESS), how it is funded, and how building the capacity of the ESS is addressed in the School Action Plan. The information you submit in the survey is summarized, analyzed and reported to the Vermont Legislature.

Act 44 of 2009 amended 16 V.S.A. § 2903 to direct educational support teams (ESTs) to determine which enrolled students require additional assistance in order to be successful in school. Act 44 did not really establish a new expectation for the Educational Support System, but reemphasized the importance of the existing charge to “develop and maintain an educational support system for students who require additional assistance in order to succeed or to be challenged in the general education environment”. That is, the responsibility of the ESS extends to all students, and therefore the expectations of Act 44 extend to all students.

This memo is intended to inform you of procedures, timelines and adjustments that have been made to the survey. It is very important that **only one survey response is submitted per school**.

The Web link to the ESS Survey is: <http://www.surveymonkey.com/s/KHWBN5Z>.

As part of this memo, there are two additional documents:

- A List of Potential Funding Sources for Supports and Services in the Educational Support System,
- Compilation of all ESS Survey questions to be used as a worksheet to prepare your answers before completing the actual survey on line. **Do NOT attempt to complete the survey using the sample in this document. You must use the Web link provided above to submit the response.**

The following general instructions will help you complete the survey:

- We ask that you choose a primary funding source for each support/service. If the support/service has two funding sources that each contribute 50% of the funding, choose only one to report.

- *Survey Monkey* requires that the survey be started and completed on one computer. *Survey Monkey* also requires that you complete all fields before moving on to the next page. You may save information entered, close the survey and return at a later date, but once you have pressed “submit” you can not go back and make changes.
- **Do not enter survey responses for multiple schools from one computer.** Each additional entry will delete the previous school’s information. Each Principal should designate one person from their school to complete the survey.
- Before pressing “submit” print a copy of the Survey for your records.

Finally, we want to remind you that you may use BEST/Act 230 Funds to build the capacity of your school’s ESS or to enhance your EST.

If you have questions regarding the ESS Survey or use of Survey Monkey, Sabine Baldwin can be reached at 802-828-0183 or sabine.baldwin@state.vt.us . If you have questions about survey content, ESS in general or funding of ESS supports DOE-ESSconsultants@state.vt.us.

Thank you for supplying this important information about the supports available to Vermont’s learners.