

Special Ed Program Monitoring Timelines



SY2020-2021 Cyclic Monitoring Requirements

January 15 th Submissions Due	March 15 th Submissions Due
<p>Annual Date Reviews</p> <ul style="list-style-type: none"> IEPs reviewed annually (defined as 365 days) Triennial Evaluations completed every 3 years (defined as 1095 days) Adverse Effect Documentation 	<p>Child Find Activities</p> <ul style="list-style-type: none"> Indicator 11 Data Collection Form Meeting Notices verifying 60-day timeline has been met Form 4 required for any delay in meeting 60-day timeline <p>Submissions includes ALL initial evaluations completed July 1st – March 1st of the current school year.</p>
<p>Discipline Policy Review</p> <ul style="list-style-type: none"> Districtwide Discipline Policies Manifestation Determination Policies 	<p>Post-Secondary Transition Plans</p> <ul style="list-style-type: none"> Data collection sheet for Ind 13 Post-secondary Transition Plans Summary of Performance docs <p>Submission includes a sampling of 10 post-secondary transition plans developed July 1st – March 1st of the current school year.</p>
<p>Special Ed Policies and Procedures</p> <ul style="list-style-type: none"> Special Educator Handbook Paraprofessional Handbook Evaluation Procedures Special Education Policies 	<p>All cyclic monitoring submissions and reviews are conducted within the AOE's Grants Management System.</p>

Special Education program monitoring activities open annually in late September with LEA submissions due in January and March. AOE reviews are conducted February through May with LEA notifications/close-outs disseminated during the summer months.

Contact Information:

If you have questions about this document or would like additional information, please contact: Tonya Rutkowski, Special Education Program Manager for General Supervision and Monitoring at tonya.rutkowski@vermont.gov.