

# TENNESSEE PUBLIC CHARTER SCHOOL COMMISSION

## Special Populations On-Site Monitoring Procedures

1019

The purpose of this document is to provide procedural information regarding the LEA's responsibilities for on-site monitoring to ensure compliance in the following areas: IEP monitoring, 504 monitoring, EL monitoring, gifted monitoring, and child find monitoring. On-site monitoring will occur annually, at minimum. Additional monitoring may occur as needed. These procedures cover:

- [IEP Monitoring](#)
- [504 Monitoring](#)
- [EL Monitoring](#)
- [Gifted IEP Monitoring](#)
- [Child Find Monitoring](#)
- [Forms and Appendices](#)

### **IEP Monitoring**

Each authorized charter school is responsible for completing, uploading, and maintaining all documentation for students receiving special education services. Documentation should be translated into the appropriate language, as necessary. Each school shall be required to keep current student records on-site in student cumulative folders.

During an on-site monitoring visit, the LEA shall follow the procedures outlined in the Special Education Monitoring Procedures to monitor compliance of at least two (2) randomly selected student special education files. The Commission shall utilize the [Special Education Monitoring Checklist](#) contained within these procedures to ensure all documents and signatures are accounted for. If proper documentation is not accounted for in a student's cumulative file, the Commission shall notify the appropriate parties utilizing the [Missing or Inappropriate Special Education Documentation Memo](#).

### **504 Monitoring**

Each authorized charter school assumes responsibility for the development and implementation of 504 plans for students identified as eligible for disability accommodations. 504 plans must document how schools are identifying and addressing the needs of qualified students with disabilities. The 504 plans must also communicate to school personnel the information needed for successful implementation.

During an on-site monitoring visit, the LEA shall follow the procedures outlined in the [504 Plan Monitoring Procedures](#) to monitor compliance of at least two (2) randomly selected student 504 files. The Commission shall utilize the [504 Desktop Monitoring Checklist](#) contained within these procedures to ensure all documents and signatures are accounted for. If proper documentation is not accounted for in a student's cumulative file, the Commission shall notify the appropriate parties utilizing the [Missing 504 Documentation Memo](#).

### **English Learner Monitoring**

Each authorized charter school assumes responsibility for maintaining records for English Learners (EL). EL records, including any evaluation data, shall be kept in a separate EL folder as part of the student's

<b>TENNESSEE PUBLIC CHARTER SCHOOL COMMISSION</b>	
<b>Special Populations On-Site Monitoring Procedures</b>	<b>1019</b>

cumulative folder, or in any other location determined to be appropriate by the District or school. Documentation shall be translated into the appropriate language, as necessary.

During an on-site monitoring visit, the LEA shall follow the procedures outlined in the [English Learner \(EL\) Monitoring Procedures](#) to monitor compliance of at least two (2) randomly selected student EL files. The Commission shall utilize the [EL Monitoring Checklist](#) contained within these operating procedures to ensure all documents and signatures are accounted for. If proper documentation is not accounted for in a student’s cumulative file, the Commission shall notify the appropriate parties utilizing the [Missing EL Documentation Memo](#).

**Gifted IEP Monitoring**

Each authorized charter school is required to develop and implement a written plan for serving gifted students. The components of this plan incorporate the requirements of the Title VI Resolution Agreement between the U.S. Department of Education Office for Civil Rights and the Tennessee Department of Education.

During an on-site monitoring visit, the LEA shall follow the procedures outlined in the [Procedures for Providing Services to Gifted Students](#) to monitor compliance of at least two (2) randomly selected student files. The Commission shall utilize the [Special Education Monitoring Checklist](#) contained within these operating procedures to ensure all documents and signatures are accounted for. If proper documentation is not accounted for in a student’s file, the Commission shall notify the appropriate parties utilizing the [Missing or Inappropriate Special Education Documentation Memo](#).

**Child Find Monitoring**

Under the Individuals with Disabilities Education Act Child Find requirements, all school districts must identify, locate, and evaluate all children with disabilities from birth through age twenty-one (21), regardless of the severity of their disabilities. This obligation to identify all children who may need special education services exists even if the school is not providing special education services to the child.

As outlined in the Commission’s [Child Find Procedures](#), each authorized charter school is required to publicize and disseminate information describing its child find program, including a description of the school’s special education program, supports, and services, as well as the school contact person and his/her functions, including the manner by which he/she might be contacted for further information or referral.

Additionally, the Commission shall look for evidence of publicized child find information in a clearly visible, high traffic area of the charter school.

If proper documentation is not accounted for, the Commission shall notify the appropriate parties utilizing the [Missing Child Find Information Memo](#).

<b>TENNESSEE PUBLIC CHARTER SCHOOL COMMISSION</b>	
<b>Special Populations On-Site Monitoring Procedures</b>	<b>1019</b>

### Forms and Appendices

The following forms and appendices are included to supplement these procedures:

- [Special Education Desktop Monitoring Checklist](#) – *required*
- [Missing or Inappropriate Special Education Documentation Memo](#) – *required, if applicable*
- [504 Desktop Monitoring Checklist](#) – *required*
- [Missing 504 Documentation Memo](#) – *required, if applicable*
- [EL Monitoring Checklist](#) – *required*
- [Missing EL Documentation Memo](#) – *required, if applicable*
- [Missing Child Find Information Memo](#) – *required, if applicable*

# TENNESSEE PUBLIC CHARTER SCHOOL COMMISSION

## Special Populations On-Site Monitoring Procedures

1019

### Special Education Monitoring Checklist

Student:

Date:

Monitor Initials:

Primary/Secondary Disability:

IEP Due Date:

Re-evaluation Due Date:

1. Current Year IEP	Check if fulfilled
Invitation for Meeting <i>OR</i> Documentation of Waiver	
Prior Written Notice for Change in Educational Placement and/or the Provision of FAPE	
<b>IEP Contains:</b>	
• Student Strengths Statement	
• Documentation of Parent Concerns	
• Adverse Impact Statement	
• Consideration of Special Factors	
• Present Levels of Academic Achievement and Functional Performance	
• Measurable Annual Goals (for each area of exceptionality identified in present levels of performance)	
• Accommodations in the Classroom	
• Accommodations on State and District Assessments	
• Special Education Direct and/or Related Services	
• LRE Statement Including Extent the Student Will Not Participate in the Regular Classroom (aligns with direct and/or related services)	
• Attend School of Choice	
• Special Transportation Needs Addressed in IEP	
• Extended School Year (ESY) Addressed in IEP	
IEP Signature Page	
Informed Parental Consent (IEP signature section)	
Current Year Progress Reports	1 2 3 4
Alternate Assessment Decision Documentation and Signature Page ( <i>if applicable</i> )	
Functional Behavioral Assessment (FBA) and/or Behavioral Intervention Plan (BIP), <i>if applicable</i>	
Documentation of IEP review by other teachers not in attendance (IEP signature section)	

2. Current Evaluation(s) and Eligibility Report	
Invitation to Meeting: Reevaluation	
Re-evaluation Summary Report (includes previous eligibility decisions and current classroom based, local, or state assessments)	
Documentation of Parent Input	
Observation by General Education Teacher	
Observation by Special Education Teacher ( <i>if applicable</i> )	
Observation by Related Service Provider ( <i>if applicable</i> )	

# TENNESSEE PUBLIC CHARTER SCHOOL COMMISSION

## Special Populations On-Site Monitoring Procedures

1019

Signed Decision Page (Re-evaluation summary report)	
Prior Written Notice for Re-evaluation	
Prior Written Notice for Comprehensive Re-evaluation ( <i>if applicable</i> )	
Signed Eligibility Report	
Prior Written Notice for Eligibility Determination and Placement	

### 3. Initial Evaluation and IEP\*

Prior Written Notice for Initial Referral or Parent Request for Evaluation	
Parental Consent for Initial Evaluation	
Documentation of Parent Input	
Observation by General Education Teacher	
Observation by Special Education Teacher ( <i>if applicable</i> )	
Observation by Related Service Provider ( <i>if applicable</i> )	
Evaluation Report (includes current classroom based, local, or state assessments)	
Signed Eligibility Report	
Invitation to Meeting: Eligibility/Placement	
Prior Written Notice for Eligibility and Initial IEP Meeting	
Consent for Initial Placement (IEP signature page from the initial IEP)	

\* This section to be completed if the initial evaluation is the most recent evaluation.

### 4. Transition Documents (ages 14 & older)

Student Invitation to Meeting	
Invitation of Outside Agency ( <i>if applicable</i> )	
Permission to Invite Outside Agency ( <i>if applicable</i> )	
Focused Plan of High School Study	
Measurable Post-secondary Goals in the Areas of Employment, Education/Training, Independent Living, and Community Participation	
Post-Secondary Transition Annual IEP Goals	
Transition Services	
Age-Appropriate Transition Assessment	

### 5. Other Documents (*if applicable*)

Medical Documentation	
Homebound Documentation	

<b>TENNESSEE PUBLIC CHARTER SCHOOL COMMISSION</b>	
<b>Special Populations On-Site Monitoring Procedures</b>	<b>1019</b>

**Missing or Inappropriate Special Education Documentation Memo**

**To:**

**From:**

**Date:**

**Re:** Special Education Monitoring – Missing or Inappropriate Documentation

---

**Missing or Inappropriate Special Education Documentation**

This memo is to make notice of missing documents in     (student name)    's cumulative file. The Commission completed compliance monitoring of these files on     (date)     and found that the following files are missing:     (file name)    .

Please add these documents to the student's cumulative file by     (date)    .

If you have questions, please contact the Tennessee Public Charter School Commission.

**TENNESSEE PUBLIC CHARTER SCHOOL COMMISSION**

**Special Populations On-Site Monitoring Procedures**

**1019**

**504 Monitoring Checklist**

Student: \_\_\_\_\_

Date: \_\_\_\_\_

Monitor Initials: \_\_\_\_\_

<b>504 Plan</b>	<b>Check if fulfilled</b>
Invitation to 504 Meeting	
Notice & Consent for 504 Evaluation	
Evaluation Summary Report	
Notice of Procedural Safeguards	
Service Plan <i>(if eligible)</i>	
Parental Consent for Services <i>(if student has Service Plan)</i>	

<b>TENNESSEE PUBLIC CHARTER SCHOOL COMMISSION</b>	
<b>Special Populations On-Site Monitoring Procedures</b>	<b>1019</b>

**Missing 504 Documentation Memo**

**To:**

**From:**

**Date:**

**Re:** 504 Monitoring – Missing Documentation

---

**Missing 504 Documentation**

This memo is to make notice of missing documents in     (student name)    's 504 file. The Commission completed compliance monitoring of these files on     (date)     and found that the following files are missing  online  on-site:     (file name)    .

Please add these documents to the student's file by     (date)    .

If you have questions, please contact the Tennessee Public Charter School Commission.



**EL Monitoring Checklist**

Student: \_\_\_\_\_

Date: \_\_\_\_\_ Monitor Initials: \_\_\_\_\_

Required EL Documents	Check if fulfilled
Intake Data	<input type="checkbox"/>
Home Language Survey	<input type="checkbox"/>
Initial Notification Letter	<input type="checkbox"/>
English Language Proficiency (ELP) assessment ( <i>most recent</i> )	<input type="checkbox"/>
Follow-Up Notification Letter	<input type="checkbox"/>
Individualized Learning Plan (ILP)	<input type="checkbox"/>
Parental Notifications	<input type="checkbox"/>

<b>TENNESSEE PUBLIC CHARTER SCHOOL COMMISSION</b>	
<b>Special Populations On-Site Monitoring Procedures</b>	<b>1019</b>

**Missing EL Documentation Memo**

**To:**

**From:**

**Date:**

**Re:** Special Education EL Monitoring – Missing Documentation

---

**Missing EL Documentation**

This memo is to make notice of missing documents in     (student name)    's EL file. The Commission completed compliance monitoring of these files on     (date)     and found that the following files are missing  online  on-site:     (file name)    .

Please add these documents to the student's file by     (date)    .

If you have questions, please contact the Tennessee Public Charter School Commission.

<b>TENNESSEE PUBLIC CHARTER SCHOOL COMMISSION</b>	
<b>Special Populations On-Site Monitoring Procedures</b>	<b>1019</b>

**Missing Child Find Information Memo**

**To:**

**From:**

**Date:**

**Re:** Child Find Monitoring – Missing Documentation

---

**Missing Child Find Documentation**

This memo is to make notice of missing child find information. The Commission completed on-site monitoring on     (date)     and found that public child find information is missing. Information on child find must be publicly displayed in a clearly visible, high traffic area of the charter school.

Please display this information by     (date)    .

If you have questions, please contact the Tennessee Public Charter School Commission.