



Wyoming Department of Education

Dr. Jim McBride, Superintendent of Public Instruction
320 West Main Street
Riverton, WY 82501

Phone 307-777-2551 Fax 307-777-2556 Website www.k12.wy.us

MEMORANDUM NO. 2007 - 165

TO: School District Superintendents, District Special Education Directors

FROM: Stephanie Weaver, Assistant State Special Education Director

DATE: October 5, 2007 

SUBJECT: Special Education Focused Monitoring Process for 2007

INFORMATION TO SHARE

According to IDEA 04 Part B Subpart F §300.600 (a) *The state must monitor the implementation of this part, enforce this part in accordance with §300.604(a)(1) and (a)(3), (b)(2)(i) and (b)(2)(v), and (c)(2), and annually report on performance under this part. (b) The primary focus of the State's monitoring activities must be on: (1) improving educational results and functional outcomes for all children with disabilities; and (2) ensuring that public agencies meet the program requirement under Part B of the Act, with a particular emphasis on those requirements that are most closely related to improving educational results for children with disabilities.*

As a result of the requirement, the Special Programs Unit of the WDE conducts annual Continuous Improvement Focused Monitoring on-site visits in selected districts. Focused Monitoring has been defined as a process that purposefully selects priority areas to examine for both compliance and results, and educational results and functional outcomes for students with disabilities. This process maximizes resources and increases the probability of improved results for students with disabilities (NCSEAM 2006). The indicators from the State Performance Plan (SPP) are used as the basis for the selection of these priority areas. (A copy of the SPP can be found on the WDE website: www.k12.wy.us/SE/Docs/speced_state_peform_plan.pdf)

Selection of districts for on-site focused monitoring for the 2007-2008 school year involved an examination of data in the areas of proficiency on the PAWS and PAWS-ALT for students with disabilities and placement of students with disabilities in the least restrictive environment. These elements were considered in a weighted formula which allowed the WDE to rank order districts in four population groups and the lowest two performers in each group were selected for on-site monitoring. One additional district was selected randomly and constitutes the ninth district to be monitored.

If one of the lowest two performing districts were monitored last year they were excluded from selection as districts have one year to implement and complete corrective action

plans correcting non-compliance; four districts monitored last year ended up as one of the two lowest performers in their respective population groups.

During the next eight months, October through May, the Special Programs Unit Monitoring Teams will monitor in the nine districts listed below:

- Fremont #1 – October 29 - November 2
- Sweetwater #1 – November 26 - 30
- Fremont #21 – December 3 - 7
- Uinta #6 – January 14 - 18
- Park #16 - February 4 - 8
- Converse #1 – February 25 – 29 (Random District)
- Platte #1 – March 17 – March 21
- Uinta #1 – April 7 – April 11
- Big Horn #3 – May 5 - 9

All districts are currently completing a self-assessment which is part of the on-going General Supervision requirements carried out by the State. These self-assessments are completed in two parts and are due in November and December.

As a result of the information gathered through the self-assessment and the data submitted to the WDE by the districts each year, further preparation for our visits will be minimal. Prior to each district's scheduled visit, a list of WISER IDs for student files (based on the data from the 2006 WDE 425) will be provided; these files will be reviewed during on-site visits. The monitoring team will be reviewing both IEP files and cumulative files, as needed, for these specific students. Staff interviews will also be an integral part of the on-site visits. Schedules will be arranged as much as possible prior to the on-site visit in order to most efficiently interview staff.

A formal letter will be forthcoming to those districts that have been selected for on-site monitoring describing in detail the expectations and requirements for the visits.

If you have questions or need further information, please contact Stephanie Weaver or Michael Harris in the Riverton Office of the WDE: sweave@educ.state.wy.us or mharri@educ.state.wy.us; 307-777-2560 or 307-777-2577.