**Memorandum**

**To:** WASEA

**From:** Special Programs Division

**Date:** May 3, 2011

**Subject:** Items for Consideration as the School Year Ends

**Policies and Procedures**

* RTI policy:
  + Districts must have an RTI policy in place if using (or planning to use) RTI as a component of SLD eligibility determination
  + Plan ahead—take advantage of opportunity to put policy in place rather than having to react in the future
  + Individual schools are not allowed to use the RTI Process to determine eligibility unless the District has a policy in place that is compliant with the State’s policy
* For Districts using a summary statement for special education policies rather than detailed policies:
  + If districts have adopted the comprehensive model policies and procedures, it would not be necessary to submit additional information. However, if the district adopts a less robust set of policies, it would be necessary to submit additional procedures that include all the elements in the state adopted policies and procedures.
* Timeframe:
  + Districts must have required special education policies in place in order to receive final approval of Consolidated Grant for FY 2011-12
  + DDD is required to have special education policies in place in order to receive IDEA, Part B 611 & 619 funds (approval of grant application)

**Determinations**

* Preliminary (initial review by SpEd Director) – 5/1/11
  + To district SpEd directors only
  + To DDD/EIEP for preliminary review
  + Opportunity to ask for clarification from WDE until 5/31/11
* Final Determination– 6/1/11
  + To superintendent with Cc to SpEd director
  + Determination assigned to the DDD/EIEP as an IEU

**Seclusion and Restraint Rules Promulgation Process – Proposed Timeline**

Important note regarding S/R: Due to the Enrolled Act going into effect immediately upon its being signed into law by the Governor, emergency rules will be necessary in order for the State to be in compliance with statute.

* + Present through 5/27/2011 - Drafting Emergency Rules
  + 06/06/2011 Request for Emergency Rules packet to Counsel, AG, and Governor.
  + 06/21/2011 Publish Notice of Intent to Adopt Permanent Rules.
  + 06/27/2011 Commence 45 day comment period (Public Hearings contemplated.)
  + 08/10/2011 Comment period closes.
  + 08/29/2011 Prepared responses to comments go to Counsel and AG. (Note: Should substantive changes be required, the rules will go back out for Public Comment!)
  + 09/01/2011 Permanent Rules Packet to Governor for signature.
  + 11/15/2011 Deadline for Governor’s signature.
  + 12/01/2011 District proposed polices to WDE for review.
  + 12/05/2011 - 12/09/2011 Policy review by WDE.
  + 12/16/2011 Resubmission by Districts, as necessary.
  + 12/30/2011 Final approval.

**Forms Revisions**

* + Reminder: all feedback & input to WDE was due 5/1/11
* Updated forms to be posted on WDE website 5/15/11

**Event Reminders**

* Teton Institute: June 26 – 29, 2011 (Jackson, WY); contact Jenny Krause for waivers

[jkraus@educ.state.wy.us](mailto:jkraus@educ.state.wy.us)

* Leadership Symposium: July 25 – 28, 2011 (Lander, WY); register online

<http://www.datadrivenenterprises.com/event/>

* Co-teaching Summit: September 12 – 13, 2011 (Casper, WY); contact Susan Shipley

[sshipl@educ.state.wy.us](mailto:sshipl@educ.state.wy.us)

Regional forms trainings: fall 2011 (dates/locations TBD; available prior to the end of the school year)