

Sample Final Report Worksheet

Significant Disproportionality — Discipline • On-site
September 2015

District Name Special Education Focused Monitoring Report Worksheet On-site Review

District Code: 00000
ISD Code: 00
Date of Report: 1/15/2016
On-site Review Date:
Focused Monitoring Team:
Name: **Title:**

Name:	Title:

Section 1: Focused Monitoring Priority:

Significant Disproportionality — Discipline

Under the *Individuals with Disabilities Education Act* (IDEA) 2004 § 300.646, Michigan is required to determine if there is significant disproportionality based on race and ethnicity in the state's local educational agencies (locals) with respect to the incidence, duration, and type of disciplinary actions, including suspensions and expulsions of students with an individualized education programs (IEP) and must:

- Provide for the review and, if appropriate, the revision of policies, procedures, and practices of the local used in the discipline of students with an IEP to ensure compliance with the IDEA.
- Require any identified local to reserve the maximum amount of funds under § 300.613(f) of the IDEA to provide comprehensive coordinated early intervening services to serve students in the local, particularly, but not exclusively, students in those groups that were significantly over-represented in disciplinary actions, including suspensions and expulsions.
- Require the local to publicly report on the revision of policies, practices, and procedures.

Section 2: Selection Criteria:

Michigan identifies locals with a risk ratio above 3.0 for one school year as having significant disproportionality - discipline.

An analysis of this local's data indicates that the local has exceeded the established risk ratio for the 2013-2014 school year for [race/ethnicity] students with an IEP.

A review of this local's policies, procedures, and practices was conducted to determine whether the policies, procedures, and practices contributed to the significant disproportionality.

Results of On-site Review:

The following monitoring activities were conducted by the OSE team:

- A review of ____ student records
- Interviews with ____ staff members
- A review of the local's policies, procedures, and practices related to students with IEPs

Team Leader Recommendation

- The on-site review yielded findings of noncompliance. See the following table for specific information on the finding(s).
- The on-site review yielded no findings of noncompliance.

Finding(s) of Noncompliance	Evidence	Applicable State & Federal Rules	Required Corrective Action
Finding _____			

If findings, click here

Correction of Noncompliance:

The State requires the local to revise all noncompliant policies, procedures, and practices and correct all student level noncompliance. The State will verify that the noncompliant policies, procedures, and practices have been revised and all noncompliance corrected through follow-up review of data, interviews, and other documentation. The noncompliance must be corrected as soon as possible.

By March 1, 2016, the local must submit a focused monitoring corrective action plan, and then request verification and closeout by August 15, 2016. Technical assistance will be provided by the OSE staff.

As required by § 300.600 through § 300.609, the local needs to correct all areas of noncompliance as soon as possible, but no later than one year from the date of notification, including verification. If this deadline is not met it will impact the local's determination and the State will take action to promptly bring the local into compliance; this may include increased state supervision and/or financial sanctions.

If findings with Expedited Correction, click here

Correction of Noncompliance:

Items of noncompliance were identified during focused monitoring. An expedited correction has been completed. As required by § 300.600 through § 300.609, the State required the local to revise all noncompliant policies, procedures, and practices and correct all student level noncompliance. The State verified that the noncompliant policies, procedures, and practices have been revised and that all noncompliance has been corrected through follow-up review of data, interviews, and other documentation. All items of student level noncompliance have been corrected. No further corrective action is required.

The local's 2016 Determinations Report may reflect that the local was non-compliant.

If no findings, click here

The on-site review yielded no findings of noncompliance. No corrective action is required.