



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

MICHAEL P. FLANAGAN
STATE SUPERINTENDENT

December 15, 2014

Superintendent
Sample School District
123 Any Street
Somewhere MI 00000

Dear Superintendent:

This letter serves as your official notification of a finding of noncompliance as identified through the monitoring of your 2013-2014 data for child find as submitted in the Michigan Student Data System (MSDS).

Section § 300.600 of the regulations implementing the *Individuals with Disabilities Education Act* (IDEA) requires states to monitor all school districts for compliance with the law and its regulations and issue findings.

A finding is a written notification from the state to a local that contains the state's conclusion that the local is in noncompliance and includes the citation of the statute, rule, or regulation and a description of the data supporting the state's conclusion that there is noncompliance with statute, rule, or regulation.

State Performance Plan Indicator 11: Child Find

A report of the number of children ages 3-21 for whom parental consent to evaluate is received, the number of those evaluations completed within 30 school days or an agreed upon extension that result in an eligibility determination, the number of evaluations not completed within 30 school days, and the reason(s) for the evaluation delay(s).

(As authorized by 20 USC 1416(a)(3)(B))

Your local data for this indicator are at **95.0%**. This is a compliance indicator and, as such, the target is 100%.

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All findings of noncompliance must be corrected as soon as possible and in no case later than one year after the state's identification. The timeline begins on December 15, 2014. Your local is required to develop and submit a corrective action plan (CAP) by February 1, 2015, which includes a root cause analysis for the untimely individualized education programs. The student-level data are available through the Initial IEP Report available from your local's MSDS authorized users or on the Local Student Data Report on the CAP Menu page in the Continuous Improvement and Monitoring System (CIMS) *Workbook*. A progress report is required by June 1, 2015, and request for close out of the CAP on or by September 15, 2015. After a local requests CAP closeout, the Office of Special Education (OSE) will begin verification of correction through the CAP Verification Activity.

After compliance is verified by the OSE, a closeout notification will be issued to the local through the CIMS *Workbook*. Noncompliance that is not corrected within the timeline will require the State to take action to promptly bring the local into compliance, which may include, but is not limited to, increased State supervision and/or financial sanctions.

If you have any concerns, contact Jeanne Anderson Tippet, Coordinator, stating your specific questions at andersontippetj@michigan.gov. Thank you for your prompt attention to this urgent matter.

Sincerely,

A handwritten signature in black ink that reads "Teri Johnson Chapman". The signature is written in a cursive, flowing style.

Teri Johnson Chapman Ed. S., Director
Office of Special Education

c: Special Education Contact
ISD Monitor
ISD Special Education Director