

**MOT Charter**

**2014-2015 Compliance Monitoring: Tracking the Correction of Student Level Citations**

**Date of Notification:** January 26, 2015

**Individual Student Corrections Due:** April 15, 2015

**Directions for Correcting IDEA Individual Student Noncompliance Citations**

**Step 1:** DE DOE Compliance Monitor must first enter all individual student data on tab 3.1 - Individual Student Data, which will then populate this tab with data on those students with NC. Once tab 3.1 is complete a paper copy of this tab (as part of the entire report) will be provided to the LEA so that the correction of individual student noncompliance can be tracked and recorded by the LEA.

**Step 2:** The LEA is required to correct all instances of noncompliance for each student where noncompliance was identified. LEA Validator must fill in the Corrective Action Code and the date of correction for each student prior to submitting this report to DE DOE. This page must be signed with the name and date of the LEA Validator.



**Corrective Action Code:**

- 0 = Correction not yet made
- 1 = Correction has been made as required for this student
- 2 = Student no longer enrolled in LEA
- 3 = Student no longer receives special education services
- 4 = Student no longer in school (graduation, dropout, deceased)

**Step 3:** LEA Validator must submit this completed form and other evidence (as required) to DE DOE Compliance Monitor.

**Step 4:** DE DOE Compliance Monitor must verify that the findings of noncompliance have been corrected as per the LEA report. DE DOE Compliance Monitor must include his/her name and date of verification when all noncompliance has been verified as corrected.

**LEA Action Log**

Verification of Correction			
Signature of LEA Validator		Date of Signature	Signature of DE DOE Validator
		April 13, 2015	
			Date of Signature

Evaluation							
Question from File Review	EVL 2: Reevaluation conducted at least once every three years			Corrective Action	Promptly conduct the reevaluation and determine eligibility (if not yet completed).		
	Student Demographic Information				LEA Verification of Correction		
	First Name	Last Name	School		Signature of LEA Validator	Date of Correction	Signature of DE DOE Validator
Question from File Review	EVL 3: Variety of sources used to determine eligibility			Corrective Action	Convene IEP team and re-determine eligibility using a variety of assessment tools and strategies		
	Student Demographic Information				LEA Verification of Correction		
	First Name	Last Name	School		Signature of LEA Validator	Date of Correction	Signature of DE DOE Validator
Question from File Review	EVL 4: Special Rule for Eligibility Determination: ESR documents the IEP team ruled out lack of appropriate instruction in reading/math or Limited English Proficiency (LEP) as determinant factor for eligibility determination			Corrective Action	Convene the IEP team and re-determine eligibility, including consideration of special rule		
	Student Demographic Information				LEA Verification of Correction		
	First Name	Last Name	School		Signature of LEA Validator	Date of Correction	Signature of DE DOE Validator

<b>Question from File Review</b>	<b>EVL 5:</b> ESR documents the evaluation and eligibility determination, including specific requirements for students with a learning disability (as applicable)			<b>Corrective Action</b>	Revise the ESR to document the evaluation and eligibility determination as required, and provide the parent with a copy		
Student Demographic Information				LEA Verification of Correction			
Student Date of Birth	First Name	Last Name	School	Signature of LEA Validator	Date of Correction	Signature of DE DOE Validator	Date of Verification
			Attendance Center				n
<b>Question from File Review</b>	<b>EVL 6:</b> For students without a learning disability (LD): Eligibility was determined by a group of qualified professionals (IEP team) and the parent			<b>Corrective Action</b>	Convene the IEP team and re-determine eligibility, including all qualified professionals and the parent		
Student Demographic Information				LEA Verification of Correction			
Student Date of Birth	First Name	Last Name	School	Signature of LEA Validator	Date of Correction	Signature of DE DOE Validator	Date of Verification
			Attendance Center				n
<b>Question from File Review</b>	<b>EVL 7:</b> For students with a learning disability (LD): Eligibility was determined by the parent and qualified professionals, including: the students regular education teacher; or if the student does not have a regular education teacher (or preschool teacher), a regular education teacher (or preschool teacher) qualified to teach a student of similar age; AND at least one person qualified to conduct individual diagnostic examinations of students, such as school psychologists, speech-language pathologists, or remedial reading teacher			<b>Corrective Action</b>	Convene the IEP team and re-determine eligibility, including all qualified professionals and the parent		
Student Demographic Information				LEA Verification of Correction			
Student Date of Birth	First Name	Last Name	School	Signature of LEA Validator	Date of Correction	Signature of DE DOE Validator	Date of Verification
			Attendance Center				n

Least Restrictive Environment									
Question from File Review	LRE 3: Explanation Why Student Will Not Participate With Non-Disabled Peers in Regular Class				Corrective Action	Revise IEP to include required explanation.			
Student Demographic Information		School		LEA Verification of Correction DE DOE Verification of Correction					
Student Date of Birth	First Name	Last Name	Attendance Center	Corrective Action Code	Signature of LEA Validator	Date of Correction	Signature of DE DOE Validator	Date of Verification	
IEP Meeting Participation									
Question from File Review	IEP 2: IEP Meeting Participants: Parents				Corrective Action	Convene the IEP team with the parent in attendance or provided the opportunity to participate.			
Student Demographic Information		School		LEA Verification of Correction DE DOE Verification of Correction					
Student Date of Birth	First Name	Last Name	Attendance Center	Corrective Action Code	Signature of LEA Validator	Date of Correction	Signature of DE DOE Validator	Date of Verification	
Question from File Review	IEP 3: IEP Meeting Participants: Regular Education Teacher				Corrective Action	Convene the IEP team with a regular education teacher in attendance.			
Student Demographic Information		School		LEA Verification of Correction DE DOE Verification of Correction					
Student Date of Birth	First Name	Last Name	Attendance Center	Corrective Action Code	Signature of LEA Validator	Date of Correction	Signature of DE DOE Validator	Date of Verification	
Question from File Review	IEP 4: IEP Meeting Participants: Special Education Teacher				Corrective Action	Convene the IEP team with a special education teacher in attendance.			
Student Demographic Information		School		LEA Verification of Correction DE DOE Verification of Correction					
Student Date of Birth	First Name	Last Name	Attendance Center	Corrective Action Code	Signature of LEA Validator	Date of Correction	Signature of DE DOE Validator	Date of Verification	



<b>Question from File Review</b>	<b>IEP 5: IEP Meeting Participants: LEA Representative</b>				<b>Corrective Action</b>	<b>Convene the IEP team with an LEA representative in attendance.</b>			
<b>Student Demographic Information</b>					<b>School</b>	<b>LEA Verification of Correction</b>			
<b>Student Date of Birth</b>	<b>First Name</b>	<b>Last Name</b>	<b>Attendance Center</b>	<b>Charter</b>	<b>Signature of LEA</b>	<b>Date of Correction</b>	<b>Signature of DE</b>	<b>Date of Verification</b>	
			UI Charter		<i>[Signature]</i>	4/27/2015	<i>[Signature]</i>	4/30/15	
<b>IEP Development</b>									
<b>Question from File Review</b>	<b>IEP 21: Statement of Special Education Services, Related Services and Modifications/Supports Needed</b>				<b>Corrective Action</b>	<b>Revise the IEP to include required statement.</b>			
<b>Student Demographic Information</b>					<b>School</b>	<b>LEA Verification of Correction</b>			
<b>Student Date of Birth</b>	<b>First Name</b>	<b>Last Name</b>	<b>Attendance Center</b>	<b>Charter</b>	<b>Signature of LEA Validator</b>	<b>Date of Correction</b>	<b>Signature of DE Validator</b>	<b>Date of Verification</b>	
					<i>[Signature]</i>	3/25/2015	<i>[Signature]</i>	6/4/16	
<b>Question from File Review</b>	<b>IEP 23: IEP contains statement of frequency, duration and location of services and modifications</b>				<b>Corrective Action</b>	<b>Revise the IEP to include required statement.</b>			
<b>Student Demographic Information</b>					<b>School</b>	<b>LEA Verification of Correction</b>			
<b>Student Date of Birth</b>	<b>First Name</b>	<b>Last Name</b>	<b>Attendance Center</b>	<b>Charter</b>	<b>Signature of LEA Validator</b>	<b>Date of Correction</b>	<b>Signature of DE Validator</b>	<b>Date of Verification</b>	

Question from File Review	IEP 24-26: IEP contains statement of student's present level of academic performance, AND Description of How Student Progress Measured, AND Statement of measurable annual goal, including academic and functional goals			Corrective Action	Revise the IEP to include the student's present levels of academic achievement and functional performance, a description of how the student's progress towards meeting annual goal will be measured, and/or a statement of annual measurable goal			
Student Demographic Information		School		LEA Verification of Correction				
Student Date of Birth	First Name	Last Name	Attendance Center	Corrective Action Code	Signature of LEA Validator	Date of Correction	Signature of DE DOE Validator	Date of Verification
				1	<i>[Signature]</i>	3/25/2015	<i>[Signature]</i>	5/11/16
Secondary Transition Goals and Services								
Question from File Review	STR 2: Student Invited to IEP Meeting			Corrective Action	For Student's next annual IEP, ensure Student is invited to the IEP meeting and document the invitation.			
Student Demographic Information		School		LEA Verification of Correction				
Student Date of Birth	First Name	Last Name	Attendance Center	Corrective Action Code	Signature of LEA Validator	Date of Correction	Signature of DE DOE Validator	Date of Verification
Question from File Review	STR 3: If student did not attend the IEP meeting where postsecondary goals and transition services were considered, the LEA took other steps to ensure student's strengths, preferences and interests were considered			Corrective Action	For student's next annual IEP, ensure student's strengths, preferences, and interests are considered (if student does not attend the IEP meeting).			
Student Demographic Information		School		LEA Verification of Correction				
Student Date of Birth	First Name	Last Name	Attendance Center	Corrective Action Code	Signature of LEA Validator	Date of Correction	Signature of DE DOE Validator	Date of Verification

Question from File Review	STR 10: A Career Technical Education teacher of the student, or a career technical teacher coordinator, attended the IEP meeting		Corrective Action	Convene the IEP team with the required Career Technical Education teacher of the student, or Career Technical Education Coordinator, in attendance			
	Student Demographic Information			LEA Verification of Correction			
	First Name	Last Name	School	Signature of LEA Validator	Date of Correction	Signature of DE DOE Validator	Date of Verification
Student Date of Birth			Attendance Center				n

## Certification of 2014-2015 Plan Completion

### MOT Charter

**Notice of Certification:** The completion of this page by an LEA representative certifies that all data submitted are true, correct, complete and done in full compliance with all applicable state and federal rules and regulations to the best of his/her knowledge and belief.

**Individual Student Corrections Due:** April 15, 2015  
**LEA Level Corrections Due:** May 15, 2015

**All Individual Student Noncompliance has been Corrected**

**Certified by:**

**LEA Representative Name:** Linda J Jennings

**LEA Representative Position:** Head of School

**LEA Representative Signature:** Linda J. Jennings

**Date of Completion:** 4/13/2015

**All LEA Level Corrective Actions have been Completed**

**Certified by:**

**LEA Representative Name:** \_\_\_\_\_

**LEA Representative Position:** \_\_\_\_\_

**LEA Representative Signature:** \_\_\_\_\_

**Date of Completion:** \_\_\_\_\_



# 2014-2015 Compliance Monitoring: Tracking LEA Corrections to Address LEA Level Citations

## MOT Charter

Date of Notification: January 26, 2015		Individual Student Corrections Due: April 15, 2015				
Evaluation						
Regulatory Component	LEA Total	Corrective Actions	Verification of Correction		Verification of Correction	
			LEA Signature	LEA Date	DE DOE Signature	DE DOE Date
EVL 2: Reevaluation conducted at least once every three years	<u>100.00%</u>	Criteria Met	No signature required.	No date required.	No signature required.	No date required.
EVL 2: <u>LEA Action Log:</u> No Action Required.						
EVL 3: Variety of sources used to determine eligibility	<u>100.00%</u>	Criteria Met	No signature required.	No date required.	No signature required.	No date required.
EVL 3: <u>LEA Action Log:</u> No Action Required.						
EVL 4: Special Rule for Eligibility Determination: ESR documents the IEP team ruled out lack of appropriate instruction in reading/math or Limited English Proficiency (LEP) as determinant factor for eligibility determination	<u>100.00%</u>	Criteria Met	No signature required.	No date required.	No signature required.	No date required.
EVL 4: <u>LEA Action Log:</u> No Action Required.						
EVL 5: ESR documents the evaluation and eligibility determination, including specific requirements for students with a learning disability (as applicable)	<u>100.00%</u>	Criteria Met	No signature required.	No date required.	No signature required.	No date required.
EVL 5: <u>LEA Action Log:</u> No Action Required.						





<b>EVL 6:</b> For students without a learning disability (LD): Eligibility was determined by a group of qualified professionals (IEP team) and the parent	<u>100.00%</u>	Criteria Met	No signature required.	No date required.	No signature required.	No date required.
<b>No Action Required.</b>						
<b>EVL 6: LEA Action Log:</b>						
<b>EVL 7:</b> For students with a learning disability (LD): Eligibility was determined by the parent and qualified professionals, including: the students regular education teacher, or if the student does not have a regular education teacher (or preschool teacher), a regular education teacher (or preschool teacher) qualified to teach a student of similar age, AND at least one person qualified to conduct individual diagnostic examinations of students, such as school psychologists, speech-language pathologists, or remedial reading teacher	<u>66.67%</u>	Provide training to appropriate staff and complete other actions required by the corrective action plan.	<i>[Signature]</i> 4/20/15		<i>[Signature]</i> 5/20/15	
<b>EVL 7: LEA Action Log:</b>		<p><b>January 20, 2015:</b> LEA special education staff met to review system changes and requirements for attendees at IEP meetings. <b>February 13, 2015:</b> Special Education staff participated in a 3-hour training with a DOE representative. LEA provided the new staff member with a mentor and conducted specific training in how to review IEPs, how to collect data, and to communicate both the present level of academic achievement as well as the measurement of student progress toward annual goals. <b>March 30, 2016:</b> Head of School reviewed systemic changes and training with Principal, Terry Angelus.</p>				

Least Restrictive Environment						
Regulatory Component	LEA Total	Corrective Actions	Verification of Correction		Verification of Correction	
			LEA Signature	LEA Date	DE DOE Signature	DE DOE Date
LRE 3: Explanation Why Student Will Not Participate With Non-Disabled Peers in Regular Class	<u>NA</u>	NA	No signature required.	No date required.	No signature required.	No date required.
LRE 3: LEA Action Log: No Action Required						
IEP Meeting Participation						
Regulatory Component	LEA Total	Corrective Actions	Verification of Correction		Verification of Correction	
			LEA Signature	LEA Date	DE DOE Signature	DE DOE Date
IEP 2: IEP Meeting Participants: Parents	<u>100.00%</u>	Criteria Met	No signature required.	No date required.	No signature required.	No date required.
IEP 2: LEA Action Log: No Action Required.						
IEP 3: IEP Meeting Participants: Regular Education Teacher	<u>100.00%</u>	Criteria Met	No signature required.	No date required.	No signature required.	No date required.
IEP 3: LEA Action Log: No Action Required.						
IEP 4: IEP Meeting Participants: Special Education Teacher	<u>100.00%</u>	Criteria Met	No signature required.	No date required.	No signature required.	No date required.
IEP 4: LEA Action Log: No Action Required.						



IEP 5: IEP Meeting Participants: LEA Representative	88.89%	Provide training to appropriate staff and complete other actions required by the corrective action plan.	<i>[Signature]</i>	4/20/2015	Bjrn	5/20/15
IEP 5: LEA Action Log: January 20, 2015: LEA special education staff met to review system changes and requirements for attendees at IEP meetings. February 13, 2015: Special Education staff participated in a 3-hour training with a DOE representative. LEA provided the new staff member with a mentor and conducted specific training in how to review IEPs, how to collect data, and to communicate both the present level of academic achievement as well as the measurement of student progress toward annual goals. March 30, 2015: Head of School reviewed systemic changes and training with Principal, Terry Angelus.						
IEP Development						
Regulatory Component	LEA Total	Corrective Actions	Verification of Correction LEA Signature      LEA Date		Verification of Correction DE DOE Signature      DE DOE Date	
IEP 21: Statement of Special Education Services, Related Modifications/Supports Needed	88.89%	Provide training to appropriate staff and complete other actions required by the corrective action plan.	<i>[Signature]</i> 4/20/2015		<i>[Signature]</i> 5/20/15	
IEP 21: LEA Action Log: January 20, 2015: LEA special education staff met to review system changes and requirements for attendees at IEP meetings. February 13, 2015: Special Education staff participated in a 3-hour training with a DOE representative. LEA provided the new staff member with a mentor and conducted specific training in how to review IEPs, how to collect data, and to communicate both the present level of academic achievement as well as the measurement of student progress toward annual goals. March 30, 2015: Head of School reviewed systemic changes and training with Principal, Terry Angelus.						
IEP 23: IEP contains statement of frequency, duration and location of services and modifications	100.00%	Criteria Met	No signature required.		No signature required.	
IEP 23: LEA Action Log: No Action Required.						



Regulatory Component	LEA Total	Corrective Actions	Verification of Correction			Verification of Correction		
			LEA Signature	LEA Date	DE DOE Signature	DE DOE Date	LEA Signature	DE DOE Signature
IEP 24-26: IEP contains statement of student's present level of academic performance, AND Description of How Student Progress Measured, AND Statement of measurable annual goal, including academic and functional goals	<u>77.78%</u>	Provide training to appropriate staff and complete other actions required by the corrective action plan.		4/20/2015		5/20/15		
IEP 24-26: LEA Action Log: January 20, 2015: LEA special education staff met to review system changes and requirements for attendees at IEP meetings. February 13, 2015: Special Education staff participated in a 3-hour training with a DOE representative. LEA provided the new staff member with a mentor and conducted specific training in how to review IEPs, how to collect data, and to communicate both the present level of academic achievement as well as the measurement of student progress toward annual goals. March 30, 2015: Head of School reviewed systemic changes and training with Principal, Terry Angelus.								
Secondary Transition Goals and Services								
Regulatory Component	LEA Total	Corrective Actions	Verification of Correction			Verification of Correction		
			LEA Signature	LEA Date	DE DOE Signature	DE DOE Date	LEA Signature	DE DOE Signature
STR 2: Student Invited to IEP Meeting	<u>88.89%</u>	Provide training to appropriate staff and complete other actions required by the corrective action plan.		4/20/2015		5/20/15		
STR 2: LEA Action Log: January 20, 2015: LEA special education staff met to review system changes and requirements for attendees at IEP meetings. February 13, 2015: Special Education staff participated in a 3-hour training with a DOE representative. Presentation materials are attached. LEA provided the new staff member with a mentor and conducted specific training in how to review IEPs, how to collect data, and to communicate both the present level of academic achievement as well as the measurement of student progress toward annual goals. March 30, 2015: Head of School reviewed systemic changes and training with Principal, Terry Angelus.								

<b>STR 3:</b> If student did not attend the IEP meeting where postsecondary goals and transition services were considered, the LEA took other steps to ensure student's strengths, preferences and interests were considered	<u>NA</u>	NA	No signature required.	No date required.	No signature required.	No date required.
<b>STR 3: LEA Action Log:</b>						
<b>STR 10:</b> A Career Technical Education teacher of the student, or a career technical teacher coordinator, attended the IEP meeting	<u>NA</u>	NA	No signature required.	No date required.	No signature required.	No date required.
<b>STR 10: LEA Action Log:</b>						

**Certification of 2014-2015 Plan Completion**

**MOT Charter**

**Notice of Certification:** The completion of this page by an LEA representative certifies that all data submitted are true, correct, complete and done in full compliance with all applicable state and federal rules and regulations to the best of his/her knowledge and belief.

**Individual Student Corrections Due:** April 15, 2015

**LEA Level Corrections Due:** May 15, 2015

**All Individual Student Noncompliance has been Corrected**

**Certified by:**

**LEA Representative Name:** \_\_\_\_\_

**LEA Representative Position:** \_\_\_\_\_

**LEA Representative Signature:** \_\_\_\_\_

**Date of Completion:** \_\_\_\_\_

**All LEA Level Corrective Actions have been Completed**

**Certified by:**

**LEA Representative Name:** Jocela J. Jennings

**LEA Representative Position:** Head of School

**LEA Representative Signature:** Jocela J. Jennings

**Date of Completion:** 4/28/2015