



## DEPARTMENT OF EDUCATION


The Townsend Building  
401 Federal Street Suite 2  
Dover, Delaware 19901-3639  
DOE WEBSITE: <http://www.doe.k12.de.us>

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### MEMORANDUM

November 25, 2015

TO: Patricia Hunter Crafton, Head of School  
The Delaware MET

FROM: Mary Ann Mieczkowski   
Director, Exceptional Children Resources

RE: Special Education Compliance Monitoring 2015-2016

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Through the Individuals with Disabilities Education Act (“IDEA”) the Department of Education (“DOE”) is responsible for monitoring local education agencies (“LEAs”) for special education compliance. Your LEA was identified for monitoring in 2015-2016. This memorandum provides an overview of the monitoring activity that took place on November 20, 2015, your responsibilities for corrective action, and summarizes information we have previously discussed at special education leadership meetings and trainings.

#### **DOE's Monitoring Activities**

In the OSEP 09-02 memo, Federal DOE outlined requirements for states to conduct monitoring of special education records in two phases which DOE refers to as “Prong 1” and “Prong 2”.

On November 20, 2015 DOE monitors used a protocol to review student files in multiple regulatory areas, including eligibility determination, IEP development, LRE, and IEP meeting participants. **Fifty nine student records were reviewed and all fifty nine records were found noncompliant with IDEA and Delaware regulations.** A detailed Monitoring Report will be sent to you shortly that describes all findings of noncompliance based on the protocol at both the LEA and student levels. The findings trigger different levels of required corrective action. During Prong 1 monitoring all records of noncompliance found at the individual student level must be corrected immediately.



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Additional corrective actions will also be required depending on the Root Cause of noncompliance.

During Prong 2 monitoring DOE will review randomly select student files for IEP meetings held after corrective actions have taken place to verify that regulatory areas found noncompliant in Prong 1 are now compliant across the system.

As soon as the data is entered and the Monitoring Report is generated, I will send the detailed information to you. If you have any further questions at that time, please contact me at 302-735-4210. Thank you for your cooperation in this process.

cc: Steven Godowsky, Secretary of Education  
Michael Watson, Chief Academic Officer  
Jennifer Nagourney, Department of Education  
Nash M. Childs, Board President  
Dale Matusевич, Exceptional Children Resources