

| SPECIAL EDUCATION PROCEDURE | |
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| District Name | Warren Woods Public Schools |
| Subject/Topic of This Procedure | <i>IEP Implementation: Monitoring and Reporting Progress on Annual Goals</i> |
| Date Procedure was Adopted or Revised | 06/19/2023 |

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| Legal Requirement with Citation | <p>§300.320 of the Individuals with Disabilities Education Act (IDEA)</p> <p>§ 300.323 of IDEA</p> <p>34 CFR §76.731 of the Code of Federal Regulations describes records that are required for compliance with all state-administered programs, including IDEA. This regulation indicates that a state and a subgrantee (i.e., a recipient of IDEA funds) shall keep records to show its compliance with program requirements.</p> |
| Under what circumstances will this procedure be used? | This procedure will be used when monitoring progress on IEP goals and objectives and reporting to parents regarding the student’s progress. |
| Who will implement this procedure? | Special education service providers, including special education teachers and related service providers. |
| Describe the steps in this procedure. | Each provider responsible for a goal will document progress, the case manager will print and send home progress reports to parents. This will occur quarterly, aligned to building report card dates. |
| What forms are necessary to implement this procedure? | District-determined documentation tools or electronic format. PowerSchool SE. |
| How, when and by whom will this procedure be | Compliance with this procedure is documented by each provider using one or more of the tools listed above. Documentation is expected to occur in “real time” with |

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| consistently documented? | records being up to date no later than the end of each quarter. |
| How, when and by whom will this procedure be routinely supervised? | <p>Documentation of the provision of programs/services, including transition activities/services, extended school year services, supplementary aids/supports, assessment accommodations, and specialized transportation, will be supervised by the Special education administrator.</p> <p>Documentation of the provision of programs/services, including transition activities/services, extended school year services, supplementary aids and supports, assessment accommodations, and specialized transportation, will be reviewed for compliance monthly based on a random sample.</p> |
| How, when and by whom will changes to this procedure be communicated? | <p>Changes to this procedure will be communicated by the Special education administrator.</p> <p>Changes to this procedure will be communicated annually.</p> <p>Changes will be communicated via the district website, hard copies to staff and during a scheduled professional development.</p> |