



State of Arizona  
Department of Education

John Huppenthal  
Superintendent of  
Public Instruction

## M E M O R A N D U M

To: Special Education Administrators

From: Diane Mignella, Director Program Support & Monitoring

Subject: Monitoring Types

The Arizona Department of Education, Exceptional Student Services, has scheduled your special education program to be monitored for the 2011-2012 school year. The Individuals with Disabilities Education Act (IDEA) requires, and state law authorizes, monitoring and evaluation activities to determine the effectiveness of programs in meeting the educational needs of children with disabilities. The monitoring system involves the collection of data and documentation and is designed to determine the level at which a public education agency is complying with applicable requirements.

The monitoring system is designed to allow public education agencies (PEAs) that are demonstrating increased levels of quality outcomes an increased level of independence in reviewing procedural compliance. Please access the ADE Grants Management website at [www.ade.az.gov/gme](http://www.ade.az.gov/gme) to submit your application for funding to support this monitoring. View the fund alert for the 2012 IDEA Monitoring System Grant and view the downloads in order to determine the amount of your grant application.

**You must complete the application and have it approved PRIOR to your monitoring start date. Applications that are not approved by the monitoring start date will not be funded.**

The objectives of the monitoring system are:

1. To ensure that public education agencies are meeting the mandate to provide a free appropriate public education for all eligible students with disabilities.
2. To assist the public education agencies in complying with applicable requirements in such a way as to maximize program effectiveness.

Elements of the system may include: (1) comprehensive review of data; (2) review of administrative methods; (3) examination of documentation; (4) review of input from parents, teachers, and other personnel; (5) investigation of root causes of insufficient student performance; and (6) extensive involvement of the public agency throughout the process. In order to most efficiently complete the monitoring objectives, it is important for your school to be involved in the planning process as well as all monitoring related activities based upon the type of monitoring. Your ESS program specialist will be contacting you to start the planning process.

If you have any questions regarding the monitoring process, please call Lisa Ventrello at (602) 542-5270.

#### SY 11-12: MONITORING OPTIONS

- Data Review: PEAs that met all state targets for students with disabilities on performance and compliance indicators identified by the U.S. Department of Education, were timely in correction of dispute resolution findings or had no findings, met requirements for PEA determination, and have current, approved policies and procedures.
- Self-Assessment: PEAs with compliance issues in one or more of the areas listed above but no evidence of systemic concerns.
- On-Site Review: PEAs that have systemic issues in any of the areas listed above. On-Site monitoring will consist of all compliance line items in the monitoring Guide Steps and will be organized similarly to what was previously a Level 2 monitoring.

#### FUNDING

Data Review- No additional funding

Self-Assessment- \$1000- \$1500 according to size of special education student count

On-site- \$500-\$2000 according to the size of the special education student count

#### ALLOWABLE EXPENDITURES:

- Substitute personnel
- Stipends – for monitoring related work beyond the scope of regular job responsibilities and/or scheduled work hours.
- Supplies – for monitoring activities