

New Hampshire Department of Education, Bureau of Special Education

Public Academies Monitoring Process

2016-2017 Sample Timeline

Technical Assistance and Trainings are offered by the NHDOE throughout the monitoring process.

First Stage	Nov/Dec 2015	Notification of Monitoring Process	<ul style="list-style-type: none"> Public Academies are notified of the 2016-2017 Approval of Public Academy Special Education Programs Monitoring Process
	May	Initial Process and Program Approval Meeting	<ul style="list-style-type: none"> NHDOE consultants will meet with Public Academy leadership to present the monitoring process and answer questions. NHDOE will provide a list of approved special education programs for the Public Academy to review and an outline of the monitoring process.
	May – Oct.	Trainings offered by NHDOE	<ul style="list-style-type: none"> Written Prior Notice Accommodations/Modifications Measurable Annual Goals An area of need identified by the Public Academy
	Sep/ Oct.	On-site Process Letter	<ul style="list-style-type: none"> Follow up letter to the initial meeting with confirmed dates for the on-sites and an overview of the process
	Nov – Dec	Academy Staff Training	<ul style="list-style-type: none"> Staff trained on the IEP self-assessment data collection form
	Nov – Dec	Student Selection Letter w/ confirmed schedule 6-8 weeks prior to the on-site	<ul style="list-style-type: none"> Student SASIDs are sent. Staff will complete a self-assessment form for each student. If a student moves/ is exited from special education prior to the on-site, staff will notify NHDOE and another student is selected.
	Oct	Submission of: *At least 30 days prior to on-sites	<ul style="list-style-type: none"> Polices & Procedures, Special Education Forms, Personnel and Special Education programs for the NHDOE team to review
	Dec/ Jan	Questions/Clarification:	<ul style="list-style-type: none"> NHDOE will contact Public Academy with questions/clarification regarding submitted materials.
	Jan/Feb 2017	Monitoring on-sites	<ul style="list-style-type: none"> NHDOE trained reviewers will review student files as well as an overview of the program(s) and a tour of the facilities as well as the case study presentation, if one is being completed. NHDOE will provide an agenda for the day prior to the on-site.
	March/ April 2017	Report meeting Within 60 days of the last monitoring on-site visit	<ul style="list-style-type: none"> NHDOE consultants will meet with leadership to review the written documentation of findings (Report, Appendix 1, Appendix 2) Report will be posted to the NHDOE website.
	May/ June	Student Correction on-sites (Appendix 2)	<ul style="list-style-type: none"> On-sites will be scheduled for 2-3 months after the report. A letter outlining the status of the student corrections will be sent to the Public Academy within two weeks of the follow up visit.
	July/ Aug	Additional on-sites As necessary ¹	<ul style="list-style-type: none"> Additional monthly on-sites as needed for stage 1 student specific corrections. Emails outlining the status of the student corrections will be sent to the Public Academy within one week of the visit.
	Second Stage	Sept/ Oct	Implementation of Regulations On-sites (Appendix 3)
Oct/ Nov		Additional on-sites As necessary ¹	<ul style="list-style-type: none"> Emails outlining the status of the updated data will be sent the Public Academy within two weeks of the visit
December 2017	Closeout letter sent to Academy ²	<ul style="list-style-type: none"> All first stage and second stage noncompliance verified as corrected (Appendices 1, 2, & 3) 	

¹ In the event the written report shows that the LEA, other public agency, private provider... has not complied with orders issued by the department, the commissioner of education shall give the written notice of the further enforcement action to be taken per Ed 1125.02(c)

² The NHDOE must verify correction of noncompliance as soon as possible but in no case later than one year from the date of the written findings.