

TO: All Staff in the Tolland Public Schools District  
All Parents of Students in the Tolland Public Schools  
FROM: Kathleen M Raymond, Director of Pupil Services  
RE: Connecticut State Department of Education  
Special Education Focused Monitoring Site Visit  
DATE: 1/8/13

On an annual basis, the Connecticut State Department of Education (CSDE), Bureau of Special Education (BSE) conducts general supervision student file reviews as well as focused monitoring technical assistance and support activities. The activities are designed to assist districts with improving their performance on a set of key performance indicators for students with disabilities and to ensure compliance with the implementation of the Individuals with Disabilities Education Improvement Act (IDEA).

Based on a six-year cycle, approximately thirty districts per school year are randomly selected for initial inclusion in this process. Each selected district receives a general supervision student file review designed to monitor districts for compliance with IDEA. Subsequently, through a comprehensive selection process, a smaller cohort of those thirty districts is identified to participate in a more focused monitoring process of technical assistance and support. This process assists in addressing any data of concern noted during the selection process. This year, our district has been selected to receive that additional technical assistance and support.

A team of BSE, State Education Resource Center (SERC) and CT Parent Advocacy Center (CPAC) consultants has been assembled to assist our district. In addition to the student file reviews already conducted, this team will offer our district four full days of embedded activities including further root cause analysis of our data for students with disabilities, a parent survey, classroom observations, staff and student interviews, instruction in the educational benefit process, facilitation of a reflective district self-study, and facilitation of the development of a Focused Monitoring Improvement Plan on which we will offer the BSE periodic progress reports. It is anticipated that the consultant team will begin to meet with our district in January 2013 and conclude by the close of the school year, after which we will continue to actively pursue the goals and objectives developed in our Focused Monitoring Improvement Plan. Our plan will be monitored by the BSE throughout its implementation.

As a result of the student file reviews the BSE has issued a compliance report regarding their findings as related to IDEA. Additionally, through the focused monitoring technical assistance and support activities our district will identify areas of strength as well as areas in need of improvement and use this information in developing our Focused Monitoring Improvement Plan.

Please feel free to contact me if you have any questions.