



Northern Lights Special Education Cooperative

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www.nlsec.org

Dena Hagen ~ Special Education Director

MEMORANDUM

To: Special Education Staff

From: Dena Hagen, Director of Special Education

Re: MDE Self-Review

Date: January 16, 2019

This memo serves as information to NLSEC special education staff regarding the MDE Self-Review Process (special education compliance monitoring) that is taking place this school year. Every school district in MN is in a continuous 6-year monitoring cycle and 2018-19 and 2019-20 are considered the Self-Review years for the NLSEC's districts.

Below is the outline of our process for this.

1. MDE provides the Director of Special Education and Coordinators a list of student files to review for each district. The sampling for each district is figured through a formula largely based on size of special education population.-**Already complete**
2. NLSEC Coordinators communicate the list of student files needed to the district and schedule a day to come and review the physical files. Files should be complete with all of the student's due process paperwork.-**Already complete**
3. Director and Coordinators review each file using the MDE Record Review Checklist and note non-compliance. Special Education case managers will be notified of errors and the recommended action to correct.-**In process**
4. As stated above, this part of the cycle is for Self-Review and the NLSEC is responsible for reporting to MDE any citations that require official corrective action, by March 10, 2019. The goal of the NLSEC is to have zero MDE corrective action during Self-Review. The Director and Coordinators will be communicating through email or in person to case managers and other pertinent staff the recommended action to fix the errors that are found. This could including advising on the fix of a clerical error and communicating to parents, teaching staff how to prevent an error in the future or a re-do of paperwork.-**In process**
5. During the 2020-21 school year, the NLSEC will then be in the MDE Review part of the monitoring cycle where files will be reviewed by MDE and there will *not* be an opportunity to fix citations, which will then result in official corrective action.

Thank you for your attention to this matter and let us know if you have any questions,

-Dena

A handwritten signature in black ink, appearing to read "Dena Hagen", with a stylized flourish at the end.