

## **2018-19 Monitoring Timelines**

### **September 24 – Monitoring Lists Available**

A list of students that could be reviewed for monitoring will be available. This will be based on students claimed in MARSS on December 1, 2017. We will make note of which students moved, graduated, etc.

### **September 30 – Staff Lists due to MDE**

Megan and I are gathering information for MDE on buildings we service with numbers of staff in each building. MDE will use this list to create the number of “interviews” to be completed in January.

### **October 5 – Lists due back to MDE**

The file review lists given on September 24 will be due back to MDE. MDE will give us a smaller list of files that must be reviewed

### **October 10 – Final File Review List**

MDE will return the official list of files we must review.

### **December 15 – File Reviews Completed**

All files on the final list must be reviewed by December 15. This information must be entered into the MNCIMP system.

We can complete the reviews earlier if we desire. We have 30 calendar days after the review to submit corrections.

### **January 1-31 – “Interviews”**

We will be given a link. Staff will need to go into the link, identify their position (general ed, special ed teacher, special ed para), then asked questions. They will take about 10 minutes for general ed teachers and special ed paras. The special ed certified will take longer. We must get a certain percentage response.

Depending on the responses – she may want to do some group interviews by phone. Those will be set at a mutual time at a later date

### **January 1-31 – Other Data Gathering**

Sarah will complete the TSES Manual Review and Restrictive Procedures Plan review as well as the Special Education Director Interview for each district.

### **April 29-May 3 – Site Visits**

We will know prior to the visit which buildings and on which dates she will visit. She will want to see each of the special education classrooms.