

School _____ Date of File Review _____

What You Need to Know

When Your School is Scheduled for a Special Education File Review

The purpose of a Jordan School District Special Education file review is to ensure the school team's understanding and implementation of special education Federal (IDEA), State, and District policies and procedures. The file review is an opportunity to provide onsite training and clarify concerns about the IEP process and IDEA requirements.

Compliance is directly related to the Federal requirement of providing a free and appropriate public education (FAPE) to every student. For this reason, each individual case of noncompliance must be corrected as soon as possible. To minimize the work of correcting errors, please pay close attention to details and work with your teacher specialist to resolve questions and concerns.

Before the File Review:

- Your teacher specialist will contact your team approximately one week before the scheduled review.
- Please reserve a room in your building for a 3-hour block of time for the day of the review. The room should be large enough to accommodate the review team of 4 to 6 people, as well as your school team members.
- **Itinerant staff** (related service providers) must be present and should work with building principals to change schedules, if necessary.
- Every team member, including teachers in self-contained support classes, must clear his/her schedule for approximately one hour to meet with a member of the review team.
- Make sure that all information on the student's SCRAM document is accurate, reflects the IEP, and is included as part of each student's file. ***Please remember to submit SCRAM documents immediately following an IEP meeting, or after any changes are made to an IEP.***

During the File Review:

- **Using the SCRAM report, your teacher specialist will select files** that are representative of the 13 areas of disability.
- **In addition, each team member will select one file in which s/he has completed both the assessment and the IEP to review with a member of the review team.**
- A copy of the file reviews will be left with the team, so that the process of correcting noncompliant items may start immediately.

After the File Review:

- Your teacher specialist will schedule a meeting with all members of your school team, including itinerant staff and the building administrator/LEA.
 - ✓ A summary of all areas (both in compliance and out of compliance) of your school's file review and a corrective action plan will be discussed.
 - ✓ Based on the summary data, areas of strength and areas needing improvement will be identified.
 - ✓ Your teacher specialist will provide training for the areas of noncompliance, and sign-off that all problems have been corrected. *If an item is not correctable, you will need to be re-trained and demonstrate that you understand the process by submitting an accurate file to your teacher specialist.*
- Schools that have a significant level of noncompliance may be scheduled for another file review during the next school year.

If your school is scheduled for a file review, or you would like more training regarding District, State, and Federal special education policies and procedures, please contact the teacher specialist assigned to your school.

The Office of Special Education Programs (OSEP) requires 100% compliance.

Please bring any compliance questions with you to the file review. We look forward to meeting with you!

Teacher Specialist _____ Date Sent _____

September 2015