

**PLAN FOR PROVIDING SPECIAL EDUCATION & RELATED SERVICES TO  
STUDENTS WITH DISABILITIES – FY 2018**

Name of School \_\_\_\_\_ IRN \_\_\_\_\_

School Address \_\_\_\_\_

School Phone \_\_\_\_\_ School Fax \_\_\_\_\_

School Administrator \_\_\_\_\_ Title \_\_\_\_\_

Administrator's Email \_\_\_\_\_ Phone \_\_\_\_\_

Special Education Director \_\_\_\_\_ Title \_\_\_\_\_

Director's Email \_\_\_\_\_ Phone \_\_\_\_\_

Grade Levels Served \_\_\_\_\_ School Enrollment \_\_\_\_\_

Enrollment Area \_\_\_\_\_

Students with Disabilities Population (based on previous year's data)

Total Number of Students Identified as Students with Disabilities \_\_\_\_\_

Students with Disabilities make up what percentage of the total school population \_\_\_\_\_

Indicate the number of students with disabilities by grade level:

KG \_\_\_\_ Grade 1 \_\_\_\_ Grade 2 \_\_\_\_ Grade 3 \_\_\_\_ Grade 4 \_\_\_\_ Grade 5 \_\_\_\_ Grade 6 \_\_\_\_ Grade 7 \_\_\_\_

Grade 8 \_\_\_\_ Grade 9 \_\_\_\_ Grade 10 \_\_\_\_ Grade 11 \_\_\_\_ Grade 12 \_\_\_\_

Indicate the number of students with disabilities by Category/Condition:

Indicate the number of students who are evaluated and placed on their initial IEP at your school:

Indicate the number of students who enter the school with an IEP and who were subsequently re-evaluated by your school and identified under a different disability category:

**GENERAL QUESTIONS**

1. Describe the process you will utilize to obtain student records from the student's previous school.
2. When a student with disabilities is withdrawn for non attendance, what process will be in place to notify the student's local district of residence and when appropriate, juvenile authorities?
3. How will the school address the issue of disproportionality with respect to students with disabilities?
4. Describe the methods for informing parents and teachers of the student's progress with respect to the IEP goals, including the frequency of such reports.
5. What steps will you take to ensure that all IEP's will be signed prior to the student receiving special education and related services?
6. What steps will you take to ensure that the EMIS reporting is completed by the established deadlines?

Responses Here: *you may use as much space as needed*

\_\_\_\_\_ Check Here if Proposed Activities Are Acceptable

\_\_\_\_\_ Check Here if Sponsor Wishes to make Recommendations – Attach recommendations on a separate page

**STAFFING & PROFESSIONAL DEVELOPMENT**

1. Please list all certificated/licensed staff, intervention specialists, paraprofessionals and any other staff members employed by the school that will provide services to students with disabilities. Include their certification or licensure, their HQT status and list all professional development training that will be provided. Also indicate the number of students that each staff member will be responsible for.
2. Please identify all contracted personnel that also provide services to students with disabilities and list their certification, licensure and/or qualifications. Identify all the annual training that will be provided to these contracted individuals.
3. List all scheduled or proposed workshops, training etc that will be provided that is related to providing the appropriate services to students with disabilities.

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## IEP

1. How will you ensure that the most current MFE information will be utilized to develop a new IEP?
2. How will you ensure that there is a process in place to make a connection between the previous IEP and the new IEP?
3. What review process will take place for new students enrolling in the school with a current IEP?
4. What is the make-up of the IEP team?
5. Where and how will IEP meetings take place? Include how you will conduct these meetings for students and/or parents that are not able to travel to the school location?
6. How do you plan to document all attempts to contact a parent with respect to participating in their son or daughter's IEP meeting?
7. How will the school ensure that the student's IEP focuses on specially designed instruction that meets the student's individual needs?
8. Who will coordinate and facilitate the development of the IEP?
9. Learning in a virtual environment relies quite heavily on reading – how will the school address this challenge for students who are poor readers?
10. How do you plan to ensure that all staff members are aware of their responsibility with regards to the implementation of the student's IEP?

Responses Here: *you may use as much space as needed*

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**PROCEDURAL SAFEGUARDS**

- 1. Do you provide any publications or resource guides to parents of students with disabilities?
- 2. How will the school provide "Prior Written Notice to Parents" when required? (Per requirements of Operating Standards/IDEIA )
- 3. How and when will the parents receive the "Procedural Safeguards Notice" and how will you document that notice has be given?

Responses Here: *you may use as much space as needed*

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**DISCIPLINE**

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- 1. How will you handle discipline issues for students with disabilities ? Do these differ from those of other non disabled students?
- 2. Describe how you will conduct a Manifestation Determination Hearing.

Responses Here: *you may use as much space as needed*

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## EVALUATION

1. Describe the referral process that will be in place for general education teachers that suspect a student might have a disability.
2. What interventions will be provided for students with suspected disabilities and how will such interventions be documented?
3. How will staff members be made aware of the evaluation process?
4. Once parental consent has been received, what will be the school's process for initiating and completing the MFE process? Include at a minimum:
  - a. How the MFE will be conducted for students that do not reside in the same city in which the virtual school is located?
  - b. How the parents will be notified and what role will they play in the process?
  - c. If contracting with an outside individual/group to conduct all or part of the MFE, please identify all such parties.
  - d. Describe the make-up/components of the evaluation – what will be included?
  - e. How will the school communicate the results of the MFE to the parents?
5. Which of the following documents listed below will you utilize in the process? Please identify any other form of documentation that will be utilized during the evaluation process.
  - Referral for Evaluation
  - Parent Consent for Evaluation
  - Evaluation Team Report
  - Prior Written Notice to Parents
6. Identify the school's procedures for ensuring that all necessary timelines with respect to referral, evaluation and if appropriate, IEP development and reevaluation are followed?

Responses Here: *you may use as much space as needed*

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## DELIVERY OF SERVICES

1. Will the school utilize the services of any outside agencies to provide special education or related services? If so, please identify the individuals and/or agencies and describe what services they will be providing. As students may be located throughout the state, how will the school ensure that these services are being provided?
2. How will the school document that the students in need of psychological counseling, positive behavior interventions and support receive these services?
3. If required, how will the school provide transportation for students?
4. What transitional services will be made available to students?
5. What assistive technology resources are available to students? Please identify what type of hardware and/or software that may be provided to a visually impaired student or a hearing impaired student.
6. Will students with disabilities have access to the general education curriculum? Is the curriculum aligned to the Ohio content standards? How will accommodations, modifications or supports to the general education be made to address each student's needs?
7. List any school programs in which students with disabilities do not participate.

Responses Here: *you may use as much space as needed*

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## CONFIDENTIALITY

1. Where and how will the records of students with disabilities be maintained?
2. Who will be responsible to ensure that IDEIA, Operating Standards, FERPA and HIPAA (where applicable) guidelines are followed?
3. Identify which of the following documents you will utilize:
  - a. Evidence of access to records
  - b. Evidence or parent request to amend records
  - c. Evidence of written parental consent for records disclosure
4. Please identify any other documents or methods that you will utilize to help ensure confidentiality of student records.
5. What provision is in place for students whose native language is not English?

Responses Here: *you may use as much space as needed*

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## CHILD FIND

With the following questions as a guide, describe how the school will identify both new enrollees and those students who are currently attending.

1. How do you identify students with disabilities during the enrollment process?
2. If during the enrollment process a new student or their parent, from in state or out of state, indicates that they were on an IEP at their previous school, describe the follow-up actions that will take place.
3. How will suspected disabilities be identified? How will you address students entering the district with an evaluation that has been started by another district but not completed? Will there be an IAT in place and if so, who will compose the team and how often will the team meet?
4. As most students entering a virtual program are likely to come from a traditional educational setting, what type of review of existing IEPs will take place to ensure that the necessary adjustments are made for a virtual setting?
5. Are students required to attend an orientation session? If so, what types of activities, assessments etc. take place for all students. Are there any additional activities for students with disabilities?
6. Will the school have any contractual agreements with outside individuals and/or entities to conduct Child Find?

Responses Here: *you may use as much space as needed*

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**ASSESSMENTS**

1. How will the school help prepare students with disabilities to take the state mandated assessments?
2. What criteria will the school employ for deciding which students will be given an alternate assessment?
3. How will the school provide for testing sites within 50 miles of a student's residence? How will accommodations be provided and who will be providing those accommodations?

Responses Here: *you may use as much space as needed*

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**FACILITIES/SITES**

1. Identify the location of any facilities or sites that the school will utilize to provide supplemental or related services for students with disabilities. Describe the length of time the student will be required to attend the site and what type of services will be provided.
2. How will the students be transported to such sites?
3. Who will be staffing such sites?

Responses Here: *you may use as much space as needed*

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**Sponsor Certification**

Plan for Internet or Computer-based Community School Providing Services to Students with Disabilities

Name of Sponsor \_\_\_\_\_

Sponsor Address \_\_\_\_\_

Name of School \_\_\_\_\_ IRN \_\_\_\_\_

**Statement of Assurances:**

THE PLAN AS SUBMITTED IS SATISFACTORY AND WILL BE MONITORED TO ENSURE IMPLEMENTATION OF THE PLAN IN THE FOLLOWING MANNER:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Sponsor Certification**

Plan for Internet or Computer-based Community School Providing Services to Students with Disabilities

Name of Sponsor \_\_\_\_\_

Sponsor Address \_\_\_\_\_

Name of School \_\_\_\_\_ IRN \_\_\_\_\_

**Statement of Assurances:**

THE PLAN AS SUBMITTED IS NOT SATISFACTORY. AS THE SCHOOL'S SPONSOR, WE WILL ASSIST THE SCHOOL TO DEVELOP A SATISFACTORY PLAN, TAKE THE NECESSARY CORRECTIVE ACTION TO ENSURE THE PLAN IS FULLY IMPLEMENTED IN THE MANNER DESCRIBED IN THE ATTACHED DOCUMENT.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date