Special Education Policies and Procedures Guide to Submission Process

Introduction

The Ohio Department of Education and Workforce (the Department) Special Education Model Policies and Procedures provides a model for educational agencies to either adopt or a basis to create their own. The Special Education Model Policies and Procedures reflect existing regulations and explain procedural mechanisms; however, individual educational agencies have discretion and flexibility to enhance these Special Education Model Policies and Procedures in order to meet the needs of students and staff. It is the educational agency's responsibility to ensure the students' rights as written in the procedural safeguards are included when creating contracts or written agreements with other educational agencies or entities.

If an educational agency decides to adopt the Department's Special Education Model Policies and Procedures, the educational agency agrees to the written policies and procedures in accordance with the Individuals with Disabilities Education Improvement Act of 2004 (IDEA) and the Ohio Operating Standards for Ohio Educational Agencies Serving Children with Disabilities (hereafter referred to as the "Operating Standards"). The educational agency also agrees to use the required special education forms as stated on the Department's website. This document, while comprehensive, does not include every requirement set forth in the IDEA, the regulations implementing IDEA, the Operating Standards, the Ohio Revised Code (ORC), and/or the Ohio Administrative Code (OAC). The educational agency recognizes its obligation to follow these laws, regardless of whether their provisions are restated in the Special Education Model Policies and Procedures.

In accordance with Ohio Revised Code 3323.02, the Department may require any state or local agency to provide documentation that special education and related services for children with disabilities provided by the agency are in compliance with the requirements of this chapter.

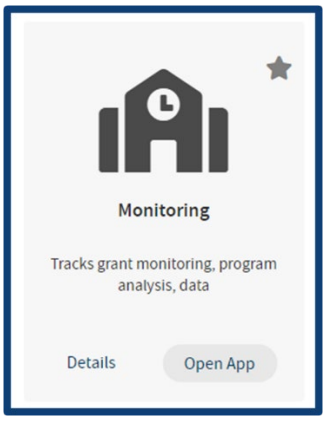
Notification

In accordance with federal IDEA 34 CFR 300.201, Ohio Revised Code 3323.08, and Ohio Administrative Code 3301-51-01, each educational agency is required to adopt and implement written policies and procedures approved by the Department. Districts are required to notify the Department of their special education policies and procedures each school year through the Monitoring System. If an educational agency decides to create their own Special Education Model Policies and Procedures, there will be an option for the educational agency to upload these policies and procedures for the Department to review and approve. Any educational agency that creates their own Special Education Model Policies and Procedures will be required to incorporate any updates and changes into their own policies and procedures provided by the Department. Verification of local school board approval of

policies and procedures is required to be uploaded for all educational agencies annually. Annual due date is Nov. 30.

Where to start

- Log into your Ohio/ID account
- Click on the **Monitoring Tile**



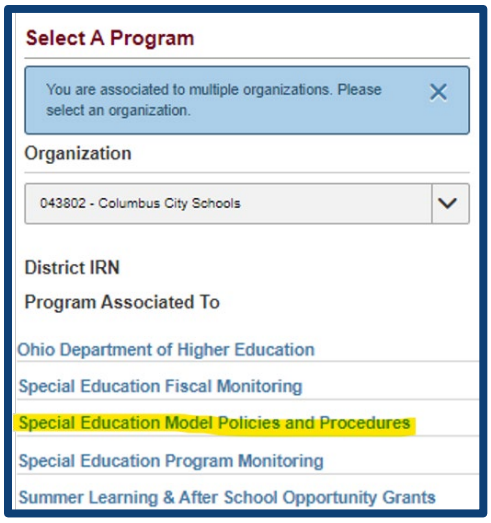
No Monitoring Tile?

If you do not have a Monitoring Tile on your Ohio/ID, please contact your OEDS Administrator and request one of the following roles as appropriate:

- Superintendent
- Treasurer
- Data Entry-Compliance
- Supervisor-Special Education-General
- Director-Special Education-General, or
- Special Education Contact

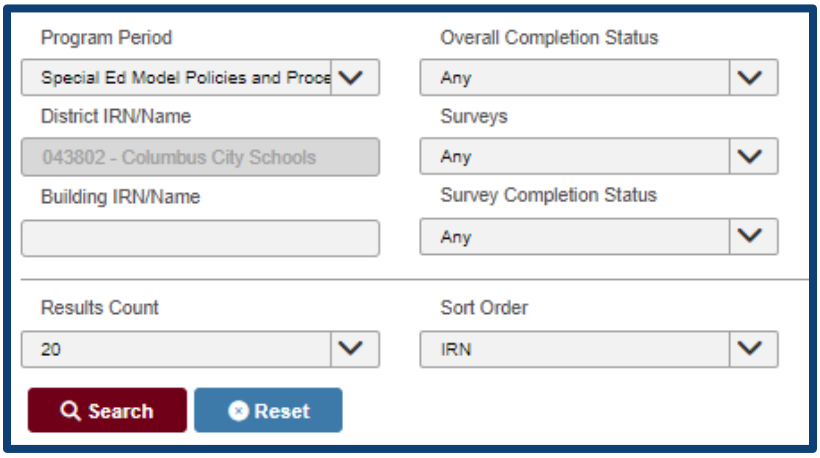
Navigating the System

- After clicking on the Monitoring Tile, the **Monitoring Dashboard** will appear
- On the left side of the screen is a list of programs associated to each educational agency's IRN
- Under **Organization**, select the appropriate IRN. There may be multiple IRNs, if you have permissions for multiple entities
- Under Program, choose **Special Education Model Policies and Procedures**



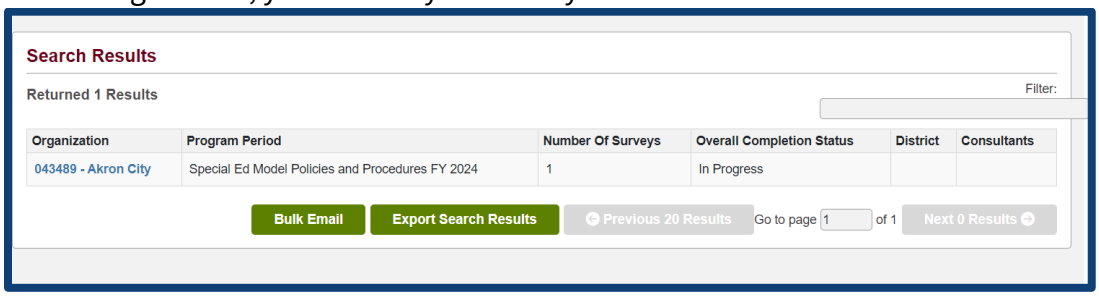
Basic Search

- After clicking on Special Education Model Policies and Procedures, the **Search Screen** appears.
- The IRN number that you selected will auto-populate in the field.
- Click on the red **Search** button to obtain results for any IRN for which a survey has been identified.



Search Results

- After clicking **Search**, you will see your survey.



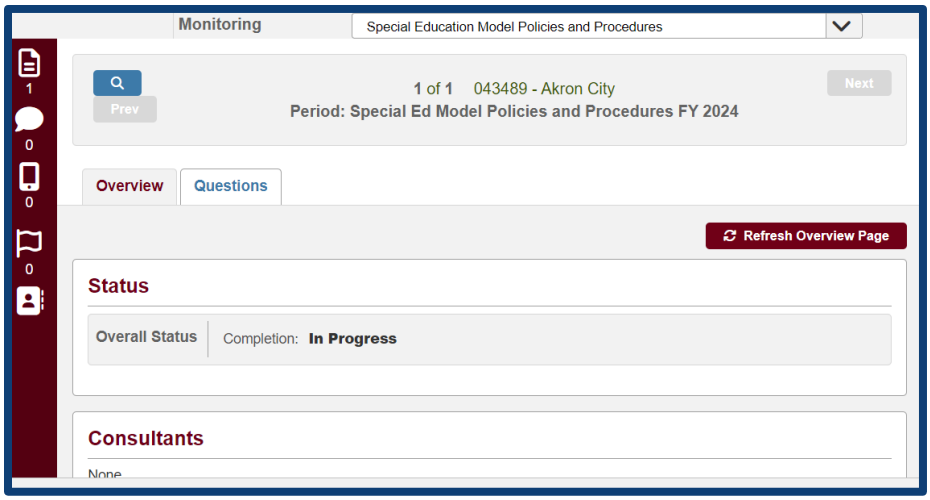
- Overall Completion Status is a quick way to see if your survey is Not Started, Started, In Progress, or Completed.

- Click on the hyperlink to view the survey.

Overview

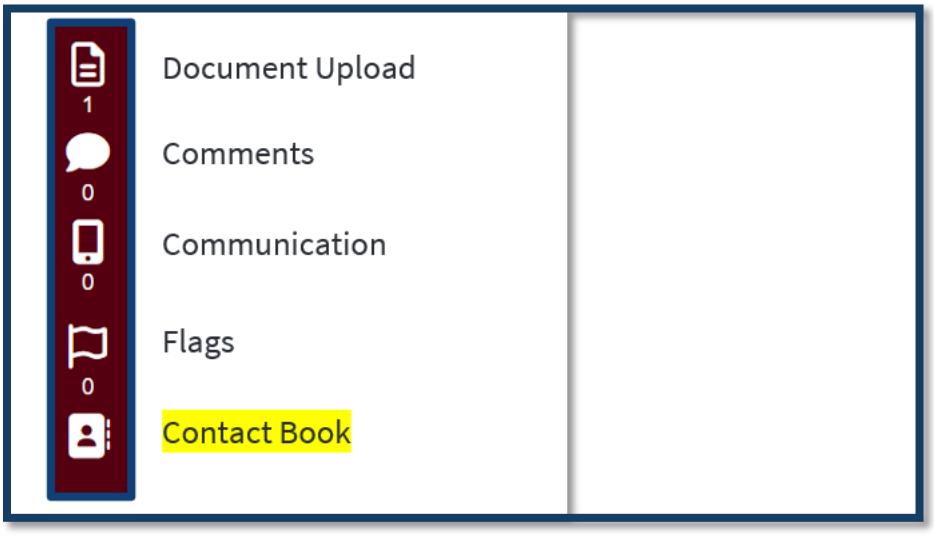
Under the Overview tab, you will see the following sections:

- Survey Status
- Consultant: the name of the Department consultant assigned to the survey
- Survey Type: details on the survey, including name, completion status, due date
- Number of Documents: number of documents uploaded
- Number of Comments: comments or communications sent



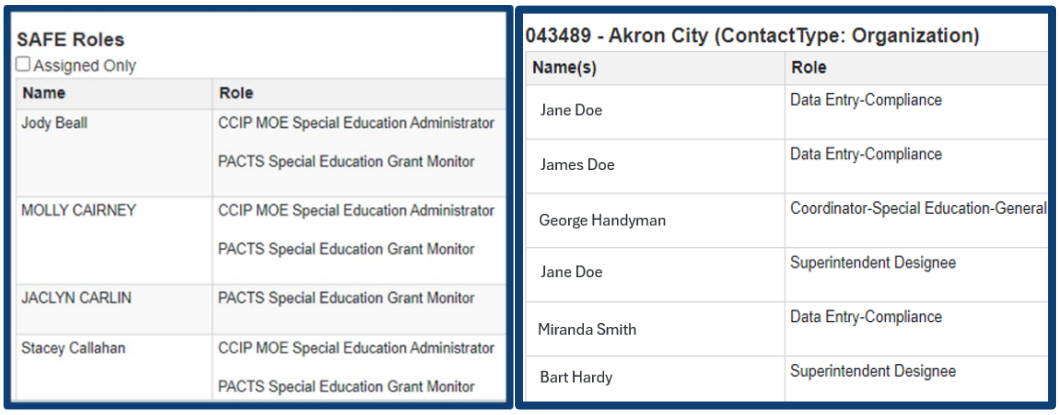
Navigation Tools

There are a set of Navigation Tools available on this landing page (see below). They include:



Contact Book

The contact book lists both the Department Contacts and the Educational Agencies contacts who have access to the survey.



SAFE Roles

Assigned Only

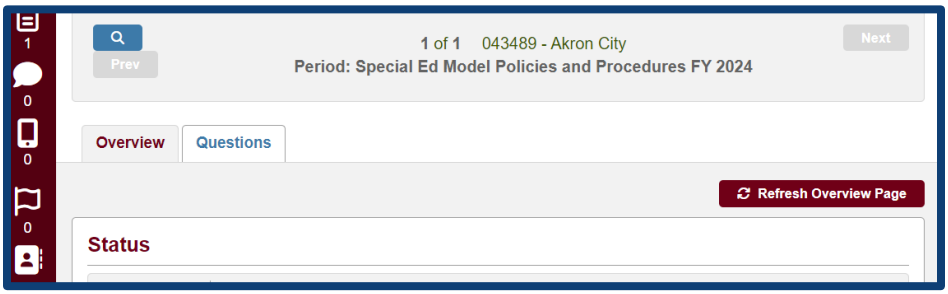
Name	Role
Jody Beall	CCIP MOE Special Education Administrator PACTS Special Education Grant Monitor
MOLLY CAIRNEY	CCIP MOE Special Education Administrator PACTS Special Education Grant Monitor
JACLYN CARLIN	PACTS Special Education Grant Monitor
Stacey Callahan	CCIP MOE Special Education Administrator PACTS Special Education Grant Monitor

043489 - Akron City (ContactType: Organization)

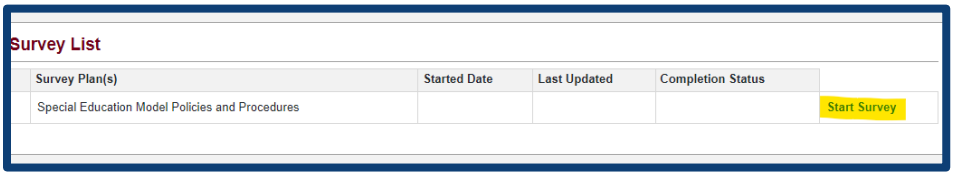
Name(s)	Role
Jane Doe	Data Entry-Compliance
James Doe	Data Entry-Compliance
George Handyman	Coordinator-Special Education-General
Jane Doe	Superintendent Designee
Miranda Smith	Data Entry-Compliance
Bart Hardy	Superintendent Designee

Survey Questions

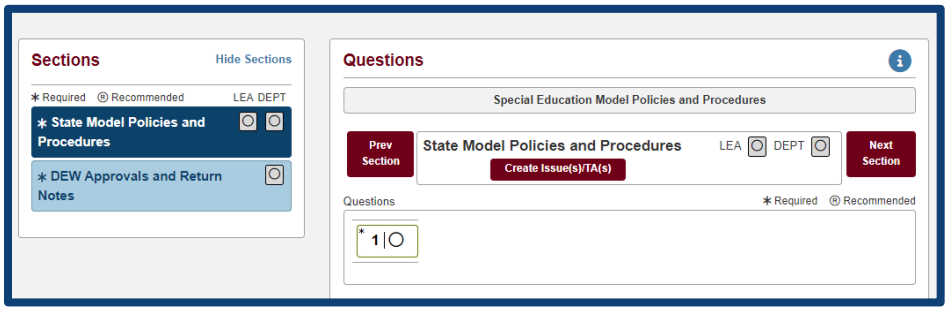
To find the survey questions, you will need to click on the **Questions** tab from the **Overview page**.



You will then click on Start Survey.



Under the Survey List, there are two tabs: **Sections** and **Questions**.

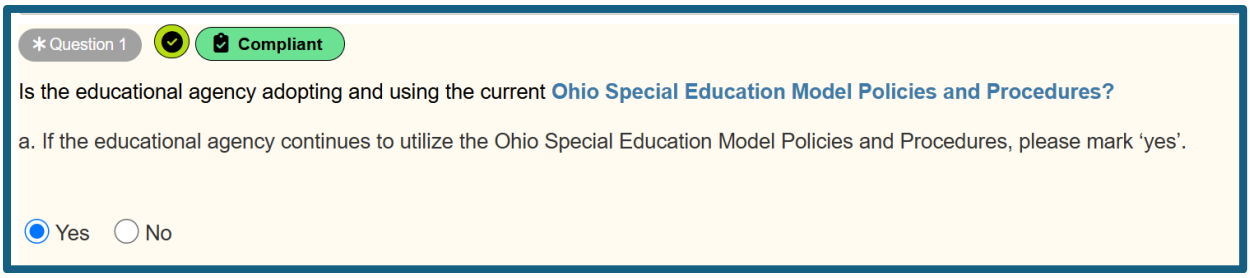


Next you will see the questions.

Question #1

Question #1 reads “Is the educational agency adopting and using the current Ohio Special Education Model Policies and Procedures?”

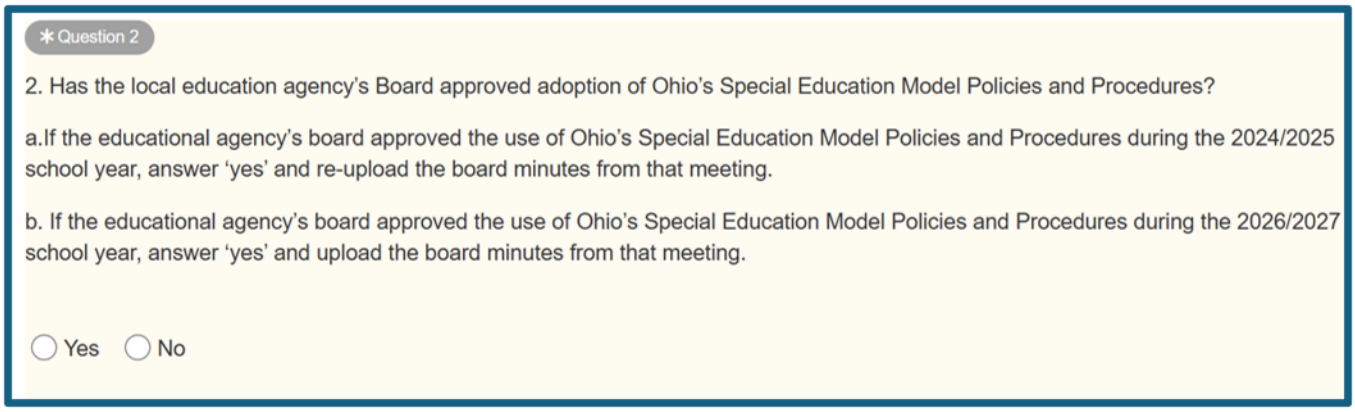
Department of Education & Workforce



Using the state model policies and procedures

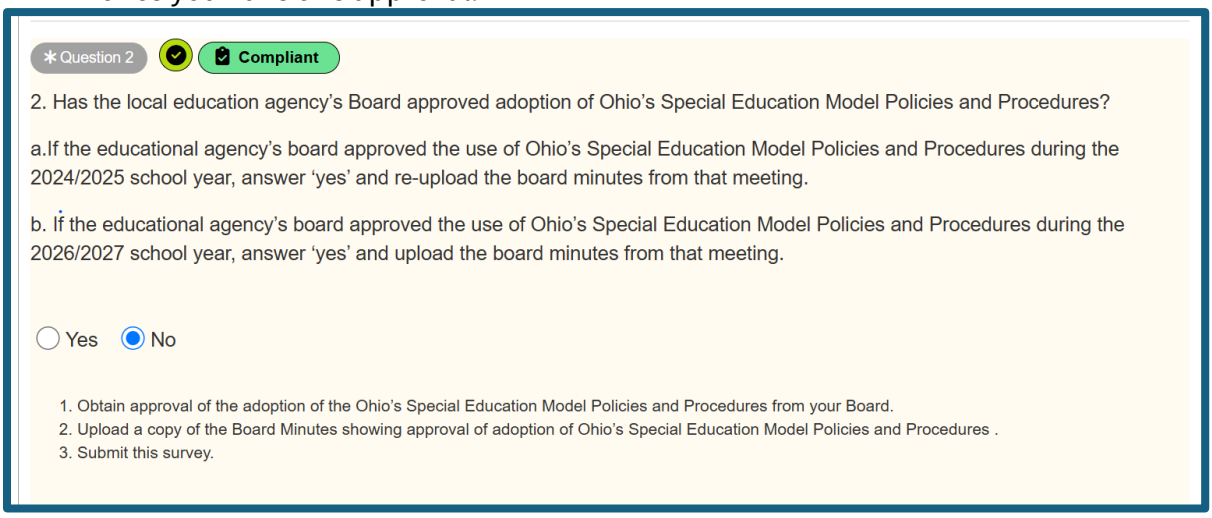
If you are planning to use the state Special Education Model Policies and Procedures:

- You will click 'yes' for question #1 and move to question #2

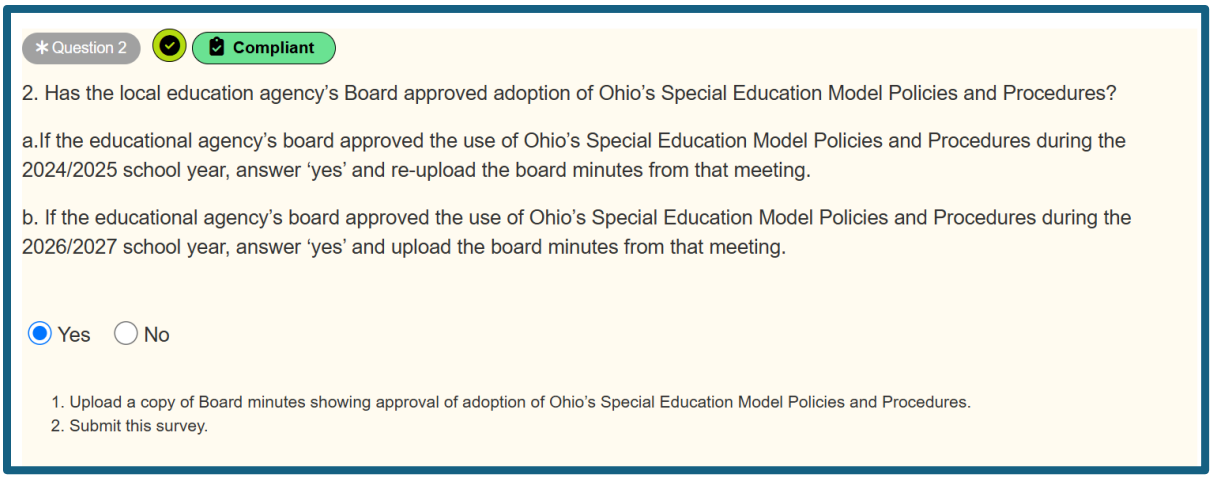


Question #2: Board approval

- If no, your board has not given approval to use the state Special Education Model Policies and Procedures, you will need to obtain approval and return to this question once you have this approval.

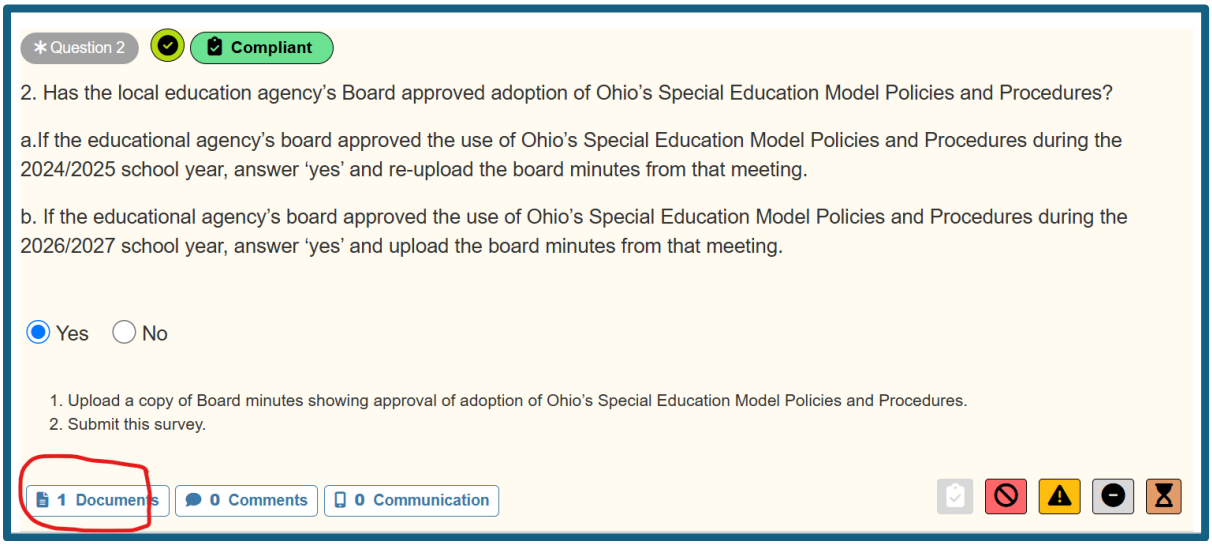


- If yes, your board has given approval to use the state Special Education Model Policies and Procedures, you will click 'yes' and upload your approval document.

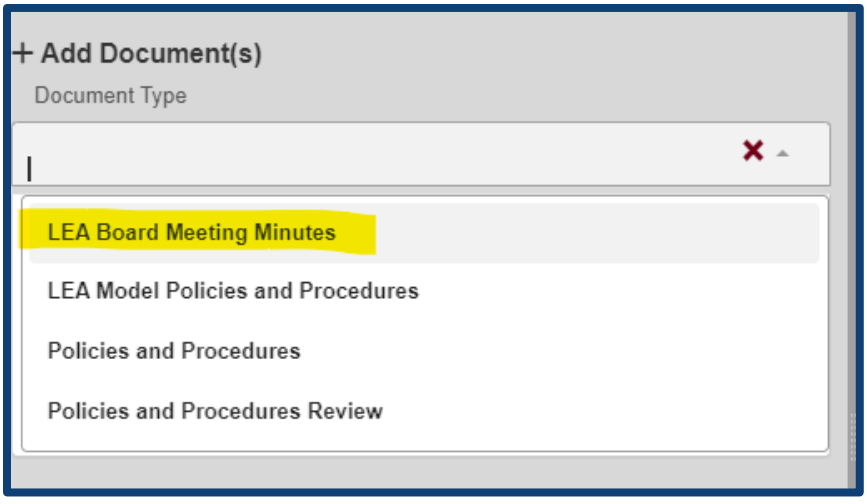


Document Upload

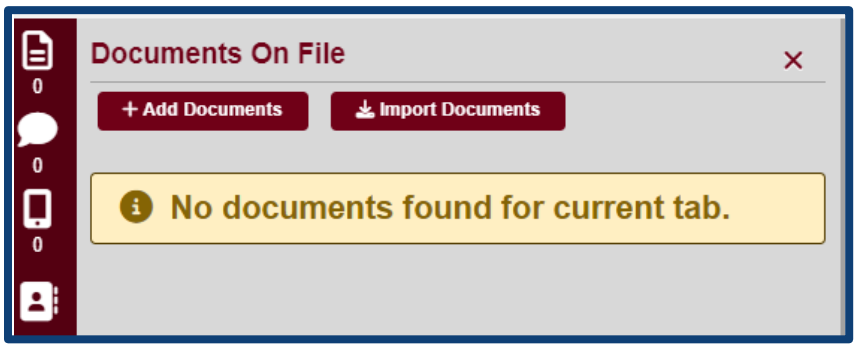
To upload your board approval, click on the **Documents** button under Question #2.



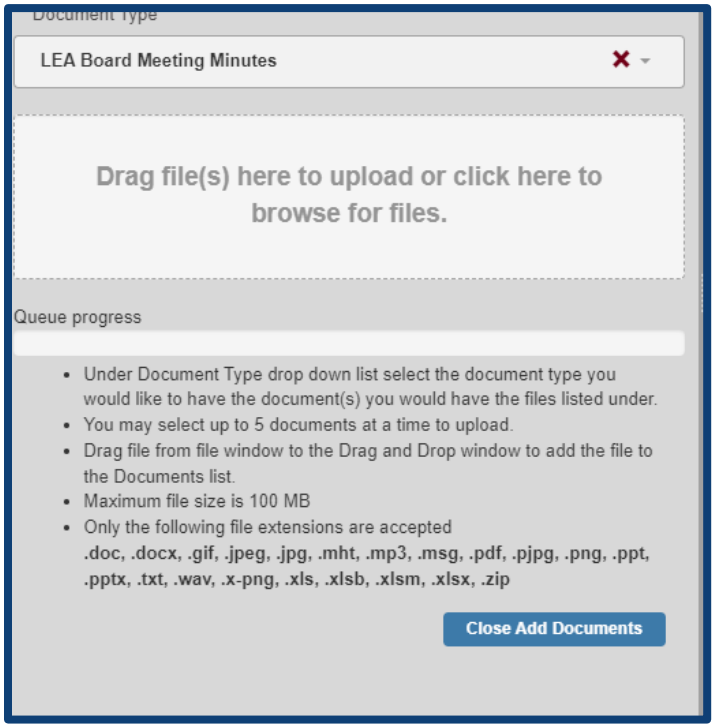
Select the **Document Type** that is being uploaded.



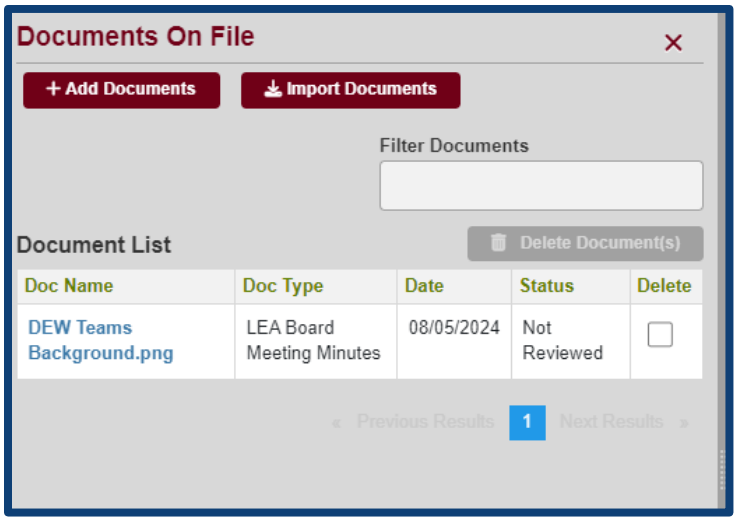
The system will open a flyout menu on the left side of the screen. Click on **Add Documents**.



- Files can be dragged from a folder on your computer to the system, or you can click in the upload box to open a screen to browse for the file.
- Upon drag/selection, the **Queue Process** will show when the file is uploaded
- Once uploaded, click '**Close Add Documents'**.

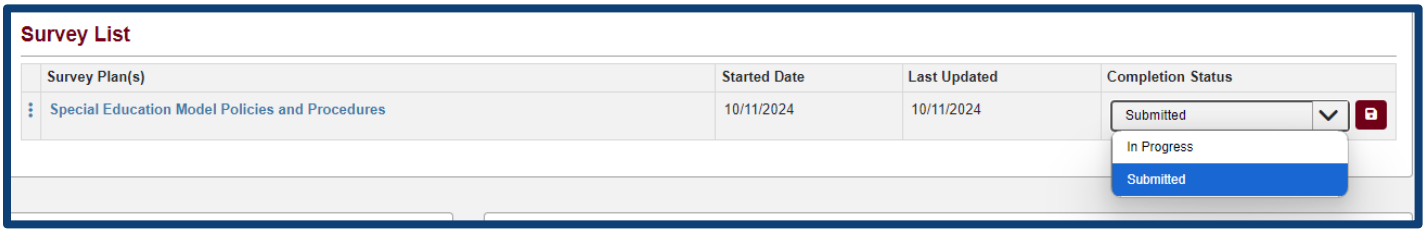


Once the window closes, your document will now show in the **Documents on File** window.

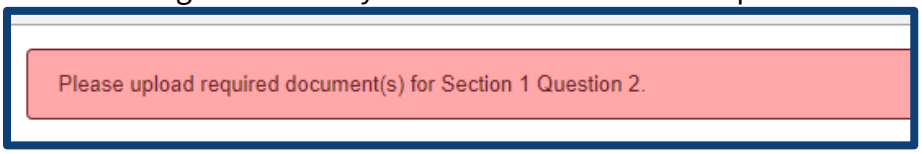


Submitting the Survey

- Once you have uploaded documents, go back to the top of the screen and change the **Completion Status** to '**Submitted'**.



You will get an error if your documentation is not uploaded.



Completion for adopting the state Special Education Model Policies and Procedures

Once you have changed the status to 'submitted', the Department will review the board approval and contact you with any questions or concerns. If not, your actions are complete.

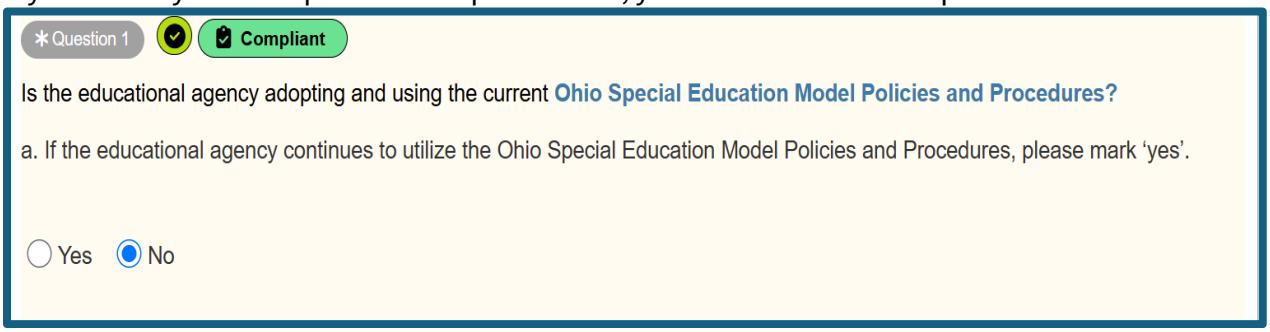
Using Educational Agency created special education model policies and procedures

If you are using model policies and procedures that were created by your educational agency, you will be required to submit a draft of these policies and procedures for the Department to review.

Department of Education & Workforce

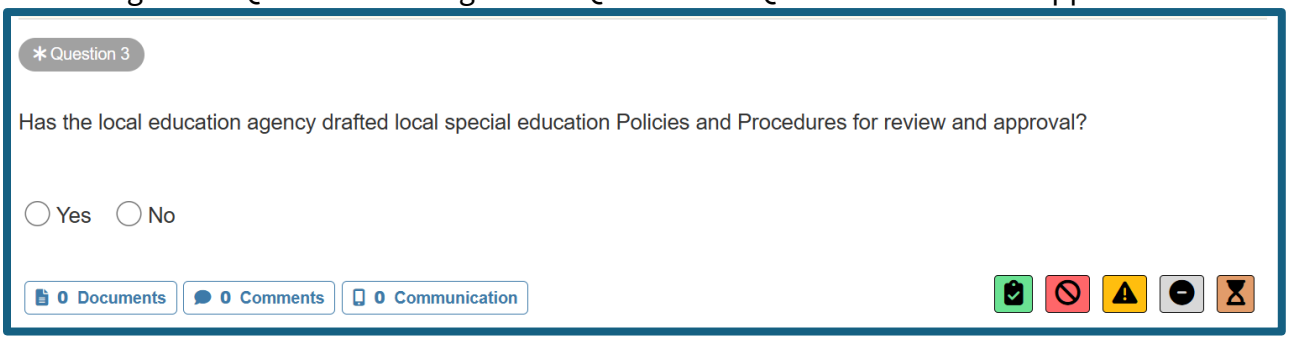
Question #1

If you create your own policies and procedures, you will select 'no' for question 1.



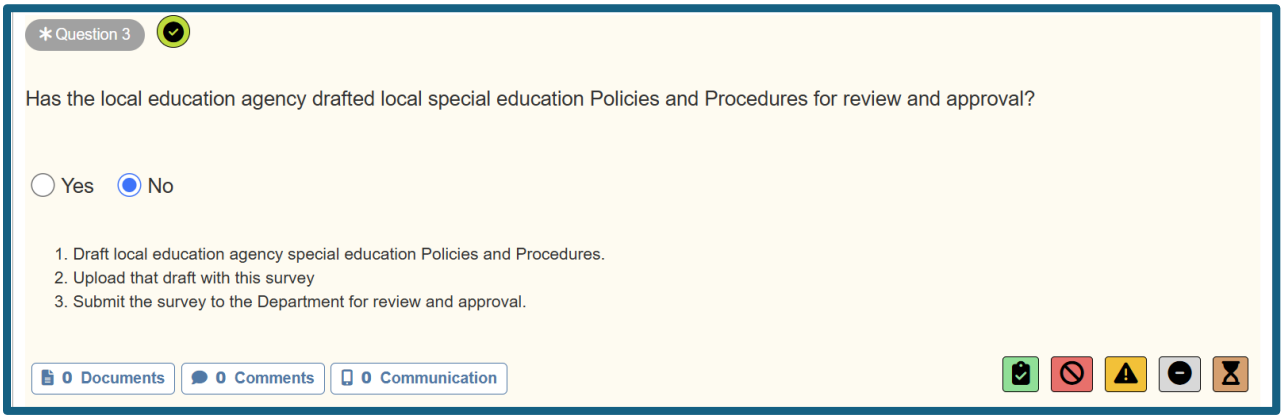
Question #3

Answering 'no' to Question #1 will generate Question #3. Question #2 will be skipped.



No model policies and procedures draft

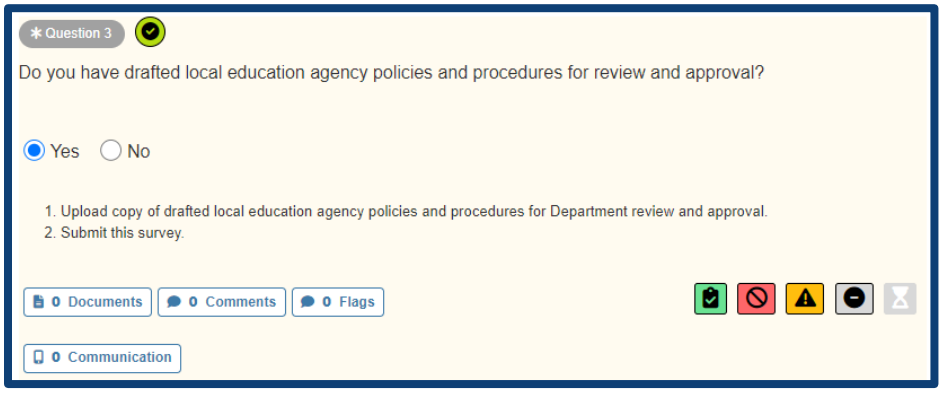
- Select 'no' to Question #3
- Create your draft
- Follow the **Document Upload** instructions (provided in the Document Upload Section of this document) to upload the drafted policies to the survey under Question #3.
- Then change your answer to Yes (Question #3) and **submit**.



Draft model policies and procedures

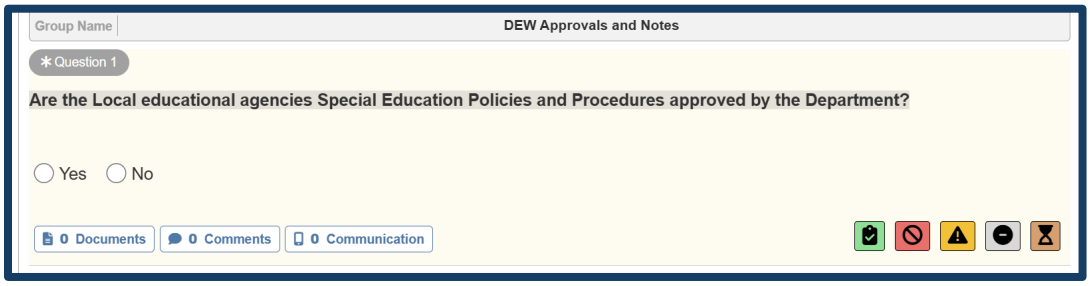
- Select 'yes' to Question #3.

- Follow the **Document Upload** instruction to upload the drafted policies to the survey under Question #3.
- Then **Submit** following the instructions in this document in the Submitting the Survey section.



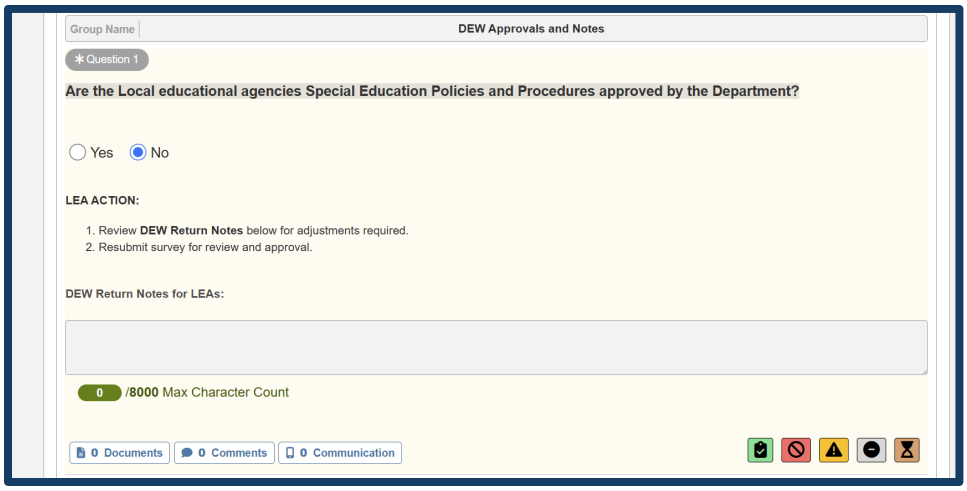
Department Review

- The Department will review the submitted draft policies and procedures.
- Based upon the review, the survey may be returned with comments to revise the draft and resubmit for review.
- This status is shared with the district via the section of the survey called **DEW Approvals and Notes**.



Revisions Required

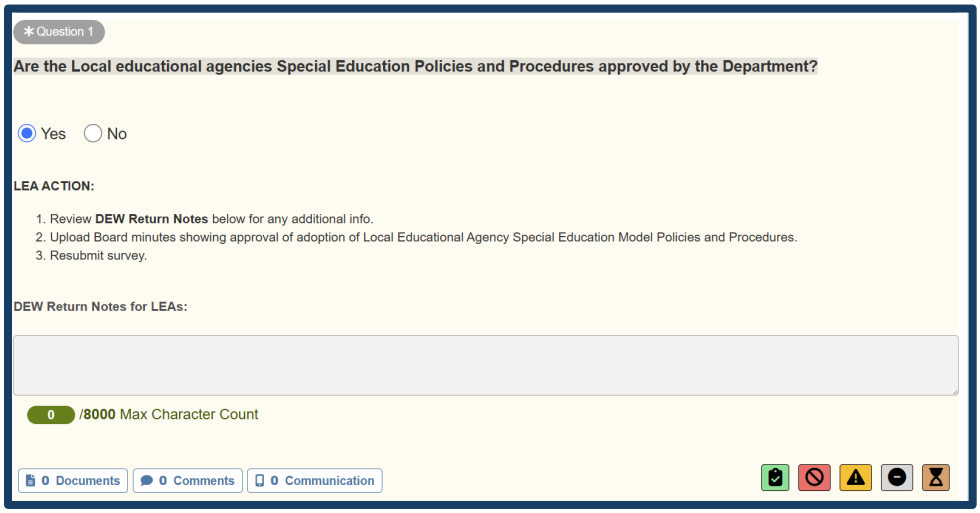
- Your survey will be returned by the Department if revisions are needed.
- Question #1 under DEW **Approvals and Notes** will provide feedback on what revisions are needed.



- Make changes to your policies and procedures.
- **Upload** the revised draft when edited.
- **Resubmit** the survey
- Please note that depending on the changes, there may be several iterations of requests for revisions.
- When no more revisions are required, the Department will change the answer to Question #1 indicating that they are approved by the Department. The survey will be returned to you so that you may obtain board approval.

No revisions necessary

- Your survey will be returned by the Department. Please check under Question #1 to see if there is any feedback.
- Obtain approval of your local model policies and procedures from your school board.
- Once approved, you will upload the documentation of approval following the **Document Upload** process.
- **Resubmit** your survey.

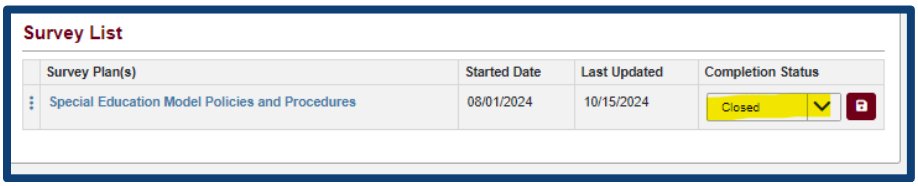


Final Survey Status

Once you have model policies and procedures that have been:

- Reviewed and approved by the Department AND
- Had board approval uploaded to the survey

Your survey will have a final status of Closed. No more action is required.



Questions about the Monitoring System log in, navigation, or submission

Daphne Rees, Education Program Specialist
IDEA Resource Management
Daphne.Rees@education.ohio.gov
614-995-5158

Frequently Asked Questions

1. Which boards must adopt the new model policies and procedures?

All educational agencies. Educational agency means (OAC 3301-51-01):

- School districts, including school districts of service, open enrollment school districts, community schools, the Ohio department of youth services, and joint vocational school districts;
- Juvenile justice facilities, educational service centers, county boards of developmental disabilities; and
- Any department; division; bureau; office; institution; board; commission; committee; authority; or other state or local agency, other than a school district or an agency administered by the department of developmental disabilities, that provides or seeks to provide special education or related services to children with disabilities, unless Chapter 3323. of the Revised Code, or a rule adopted by the state board of education specifies that another school district, other educational agency, or other agency, department, or entity is responsible for ensuring compliance with Part B of the IDEA.

2. Can an educational agency continue to use old model policies and procedures?

No. Anything prior to the Special Education Model Policies and Procedures dated 2025 is considered old special education model policies and procedures and are not compatible with the updated Operating Standards for the Education of Children with Disabilities.

3. Must a school board rescind their old policies and procedures?

Yes. Any old special education model policies and procedures created prior to 2025 are not compatible with the updated Operating Standards for the Education of Children with Disabilities and cannot be used.

4. If our board has approved use of the Special Education Model Policies and Procedures dated 2025 and nothing has changed, can we submit the same documents from previous years?

Yes, if no changes were made to the Special Education Model Policies and Procedures, educational agencies can resubmit their board approval from March 2025 or November 2025 indicating the adoption of these policies and procedures. This can occur until a change to the Special Education Model Policies and Procedures occurs

6. Do we need to have the board approve the Special Education Model Policies and Procedures developed by the Ohio Department and Workforce again?

No**.** You may use the model policies and procedures developed during the previous 2025-2026 academic school year. However, if your educational agency has made any changes to those model policies and procedures, they will need to be approved again.

7. What is the feedback process for an educational agency that creates their own policies and procedures?

Once submitted, the Department will review the policies and procedures utilizing a rubric to ensure that all required elements are included in the document. If revisions are needed, the Department will provide feedback to the educational agency and return the document. The educational agency will need to revise their policies and procedures based on feedback. Once revised, they will resubmit for review. This process continues until the Department has approved the educational agency created policies and procedures.