

## 2022-2023 IDEA Corrective Action Plan (CAP)

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DATE OF COMPLIANCE REVIEW	February 9 – 10, 2023	CAP DUE DATE	April 13, 2023
REGULATION REFERENCE(S)	§300.300 (a); §300.300(c)(1)(i); §300.324(a)(1); §300.320(a)(1)(i); §300.320 (a)(2)(i)(A)(B); §300.320(a)(4)		
<p><b>FINDING(S):</b></p> <p><b>§300.300 (a) – Initial Evaluations</b> - The public agency must make reasonable efforts to obtain the informed consent from the parent for an initial evaluation to determine whether the child is a child with a disability.</p> <p><b>§300.300(c)(1)(i) – Reevaluations</b> - The public agency must obtain informed parental consent, in accordance with 300.300(a)(1), prior to conducting any reevaluation of a child with a disability.</p> <p><b>§300.324(a)(1) - Development, review and revision of IEP</b> – The IEP must consider the strengths of the child; the results of the initial or most recent evaluations of the child and the academic, developmental and functional needs of the child.</p> <p><b>§300.320(a)(1)(i) - Definition of an Individualized Education Program</b> - IEP must include a statement of the child’s present levels of academic achievement and functional performance, including how the student’s disability affects involvement and progress in the general education curriculum (i.e., the same curriculum as for nondisabled children).</p> <p><b>§300.320 (a)(2)(i)(A)(B) - Definition of Individualized Education Program</b> - A statement of measurable annual goals, including academic and functional goals designed to meet the child’s needs that result from the child’s disability to enable the child to be involved in and make progress in the general education curriculum; and meet each of the child’s other educational needs that result from the child’s disability.</p> <p><b>§300.320(a)(4) - Definition of an Individualized Education Program</b> - The IEP contains a statement of special education and related services based on peer-reviewed research to the extent practicable to enable the child to advance appropriately toward making progress in the general curriculum and advance appropriately toward attaining annual goals.</p>			

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ACTIVITIES & ACTION STEPS FOR COMPLIANCE		DATE ACTIVITY BEGINS	PERSONNEL RESPONSIBLE (NAME AND TITLE)	DOCUMENTATION TO BE SUBMITTED TO STATEWIDE MONITORING	DATE DOCUMENTATION DUE	LDOE PERSONNEL ONLY
1.1 Correct all student-specific citations identified in the summary of findings report.  <b>NOTE:</b> This activity represents an individual corrective action plan for providing remedies for all student-specific Individuals with Disabilities Education Act (IDEA) citations.		March 23, 2023	Supervisor of SPED IEP Facilitator	Digital copies of revised and/or new IEPs	May 12, 2023	
1.2 Provide professional development to special education (SPED) staff as it relates to <i>Bulletin 1508</i> and parental consent of initial evaluations and reevaluations.		April 4-5, 2023	Supervisor of SPED SER Specialist IEP Facilitator	Agenda Sign-in sheets Handouts PowerPoint Presentation	April 24, 2023	

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1.4 The SPED director or lead teacher will perform monthly consistency checks to ensure the IEP is written with fidelity by internally monitoring all IEPs before it becomes official in enhanced special education reporting (eSER) with a focus on: <ul style="list-style-type: none"> <li>• goals and objectives and PLAAFP statements using the IEP evaluation rubric;</li> <li>• IEP components (general student information (GSI), accommodations, program services and services/placement) using the IEP checklist; and</li> <li>• reviewing the student’s IEP folder to ensure prior notice letters are provided to parents prior to the IEP meeting; and</li> <li>• documentation of excusal letters for staff not participating in IEP meetings.</li> </ul>	August 14, 2023 September 6, 2023 October 2, 2023 November 1, 2023 December 4, 2023 January 8, 2024 February 1, 2024	Supervisor of SPED IEP Facilitator SER Specialist	Summary of monthly reviews <b>MUST</b> include: <ul style="list-style-type: none"> <li>• number of IEPs reviewed;</li> <li>• number of IEPs with goal(s) issues;</li> <li>• number of IEPs with objectives issues;</li> <li>• number of IEPs with PLAFF issues;</li> <li>• number of IEPs with IEP component issue (specify the component area and issue);</li> <li>• actions taken to ensure staff make corrections; and</li> <li>• results of those actions</li> </ul>	August 31, 2023 September 29, 2023 October 31, 2023 November 30, 2023 December 15, 2023 January 31, 2024 February 29, 2024	

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<b>ACTIVITES &amp; ACTION STEPS FOR COMPLIANCE</b>		<b>DATE ACTIVITY BEGINS</b>	<b>PERSONNEL RESPONSIBLE (NAME AND TITLE)</b>	<b>DOCUMENTATION TO BE SUBMITTED TO STATEWIDE MONITORING</b>	<b>DATE DOCUMENTATION DUE</b>	<b>LDOE PERSONNEL ONLY</b>
<p>1.5 Provide training to related service providers on properly documenting provision of services to students. The training will include:</p> <ul style="list-style-type: none"> <li>• documentation of services log;</li> <li>• documentation of the student's progress on logs; and</li> <li>• documentation of the delivery of services provided.</li> </ul> <p>The school will use the LDOE service log components to document provision of related services and the service log checklist to document log reviews.</p>		August 9, 2023	Supervisor of SPED	<p style="text-align: center;">Agenda Sign-in sheets Handouts</p> <p>PowerPoint Presentation</p>	September 29, 2024	

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<p>1.6 The SPED coordinator or lead teacher will perform monthly consistency checks to ensure related service provider logs are completed and written with fidelity.</p> <p>Related service logs will be monitored ensuring the provision of service times and frequency are included on the students IEP.</p> <p>The district will use the checklist provided by LDOE to document reviews.</p>	<p>August 14, 2023 September 6, 2023 October 2, 2023 November 1, 2023 December 4, 2023 January 8, 2024 February 1, 2024</p>		<p>Monthly submission of the checklist used for each related service provider.</p>	<p>August 31, 2023 September 29, 2023 October 31, 2023 November 30, 2023 December 15, 2023 January 31, 2024 February 29, 2024</p>	

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1.7 Provide documentation of compensatory education and/or services to students that did not receive related services.		April 24, 2023	Supervisor of SPED	<p>Copy of compensatory letters must be sent to parents notifying them that special education and/or related services are currently not being provided. The compensatory letter must indicate if the parent accepts or refuses services.</p> <p>Copy of amended IEP documenting compensatory education and or services offered indicating the time and frequency of services.</p> <p>Copy of all compensatory education and/or service provider logs that documents the student's attendance, date, time and number of minutes provided to the student during the session.</p>	May 31, 2023	

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1.8 Provide a parent workshop to include the following: <ul style="list-style-type: none"> <li>• evaluation process;</li> <li>• IEP Process; and</li> <li>• procedural safeguards for students with disabilities</li> </ul> <b>NOTE:</b> The content of the training shall be submitted to the LDOE for review and feedback prior to delivery of the training by the LEA.		August 24, 2023  February 1, 2024	Supervisor of SPED	Agenda Handouts PowerPoint Presentation	October 31, 2023  February 29, 2024	
1.9 City of Baker School System must provide evidence of a job description and advertisement for a physical therapist and adaptive physical education teacher in any of the following: <ul style="list-style-type: none"> <li>• newspaper;</li> <li>• school's website; and</li> <li>• any employment platform.</li> </ul>		March 23, 2023			April 5, 2023	

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<b>REGULATION REFERENCE(S)</b>	§300.320(a)(1)(i); §300.320 (a)(2)(i)(A)(B); §300.320(b)(1); §300.321; §300.320(b)(2); §300.321(b)(3)	
<b>FINDING(S):</b>		
<p><b>§300.320(a)(1)(i) - Definition of an Individualized Education Program</b> - IEP must include a statement of the child’s present levels of academic achievement and functional performance, including how the student’s disability affects involvement and progress in the general education curriculum (i.e., the same curriculum as for nondisabled children).</p> <p><b>§300.320 (a)(2)(i)(A)(B) - Definition of Individualized Education Program</b> - A statement of measurable annual goals, including academic and functional goals designed to meet the child’s needs that result from the child’s disability to enable the child to be involved in and make progress in the general education curriculum; and meet each of the child’s other educational needs that result from the child’s disability.</p> <p><b>§300.320(b)(1)- Transition Services</b> – Appropriate measurable postsecondary goals based upon age appropriate transition assessments related to training, education, employment, and , where appropriate, independent living skills</p> <p><b>§300.321</b> – A representative of the public agency who is qualified to provide, or supervise the provision of, specifically designed instruction to meet the unique needs of children with disabilities; is knowledgeable about the general education curriculum; and is knowledgeable about the availability of resources of the public agency.</p> <p><b>§300.320(b)(2)</b> - The transition services (including courses of study) needed to assist the child in reaching those goals.</p> <p><b>§300.321(b)(3)</b> – To the extent appropriate, with the consent of the parents or a child who has reached the age of majority, in implementing the requirements of paragraph (b)(1) of this section, the public agency must invite a representative of any participating agency that is likely to be responsible for providing or paying for transition services.</p>		



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<p>1.1 Correct all student specific citations identified in the Summary of Findings report.</p> <p><b>NOTE:</b> This activity represents an individual corrective action plan for providing remedies for all student specific IDEA citations.</p>	October 18, 2023	<p>LEA SPED Coordinator</p> <p>SPED Director</p> <p>School Leader</p>	<p>Email notifying LDOE the IEP instructional plans for those students have been amended in SER. LDOE will check those IEPs in SER to ensure they are compliant.</p> <p>Provide student specific documents to support corrections.</p>	November 16, 2023		

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1.2 Provide training to special education staff (sped teachers, related service personnel and pupil appraisal staff) on policies and procedures to include the following topics: <ul style="list-style-type: none"> <li>• writing present level of academic achievement and functional performance (PLAAFP) statements; (to include a measuring tool, baseline data for each content area, strengths and support needs, and how the disability affects progress in the general curriculum).</li> <li>• writing SMART goals; and</li> <li>• writing measureable objectives linked to the goal.</li> </ul>		LEA SPED Coordinator  SPED Director  School Leader	Agenda Sign-in Sheets Handouts PowerPoint Presentation	December 8, 2023	

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1.3 Provide on-going training in the following areas: IEP writing (e.g., measurable goals and PLAAFP statements), documenting special education services, progress monitoring of student data.	2023 - 2024 SY	LEA SPED Coordinator  SPED Director  School Leader	Agenda Sign-In sheets Handouts PowerPoint Presentation	January 2024 March 2024 May 2024	
1.4 Perform consistency checks every 6 weeks to ensure IEP fidelity by internally monitoring all IEPs before the IEP is submitted to SER to make it official with a focus on goals/objectives and PLAAFP statements using the IEP Review Form.	2023 - 2024 SY	LEA SPED Coordinator  CSUSA State SPED Director  School Leader	Summary of consistency checks MUST include: <ul style="list-style-type: none"> <li>• number of IEPs reviewed;</li> <li>• number of IEPs with goal(s) issues;</li> <li>• number of IEPs with PLAAFP issues;</li> <li>• number of IEPs with IEP component issue (specify the component area and issue);</li> <li>• actions taken to ensure staff make corrections; and results of those actions.</li> </ul>	December 15, 2023 January 25, 2024 March 7, 2024 April 18, 2024 May 23, 2024	

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1.5 Professional Development will be provided to the high school staff in the following areas: <ul style="list-style-type: none"> <li>• writing transition goals and selecting IEP goals targeted for transition;</li> <li>• inviting student (age of majority) and agency(ies) to IEP meetings; and</li> <li>• transition services (including course of study to assist in goal planning; and graduation requirements.</li> </ul>		LEA SPED Coordinator  CSUSA State SPED Director  School Leader	Agenda Sign-in Sheets Handouts PowerPoint Presentation	December 8, 2023	
1.6 Provide on-going training in the following areas: writing transition goals and selecting IEP goals targeted for transition; inviting student (age of majority) and agency(ies) to IEP meetings; transition services (including course of study to assist in goal planning; and graduation requirements.	2023 - 2024 SY	LEA SPED Coordinator  CSUSA State SPED Director  School Leader	Agenda Sign-In sheets Handouts PowerPoint Presentation	January 2024 March 2024 May 2024	

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1.7 Perform consistency checks every 6 weeks to ensure IEP fidelity by internally monitoring all IEPs before the IEP is submitted to SER to make it official with a focus on transition goals and IEP goals targeted for transition; student invitation to the IEP meeting; and course of study the IEP Transition Review Form.	2023 - 2024 SY	LEA SPED Coordinator  CSUSA State SPED Director  School Leader	Summary of consistency checks MUST include: <ul style="list-style-type: none"> <li>• number of IEPs reviewed;</li> <li>• number of IEPs with goal(s) issues;</li> <li>• number of IEPs with PLAAFP issues;</li> <li>• number of IEPs with IEP component issue (specify the component area and issue);</li> <li>• actions taken to ensure staff make corrections; and results of those actions.</li> </ul>	December 15, 2023 January 25, 2024 March 7, 2024 April 18, 2024 May 23, 2024	

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<p><b>FINDING(S):</b></p> <p><b>§300.320(a)(1)(i) - Definition of an Individualized Education Program</b> - IEP must include a statement of the child’s present levels of academic achievement and functional performance, including how the student’s disability affects involvement and progress in the general education curriculum (i.e., the same curriculum as for nondisabled children).</p> <p><b>§300.321(a)-(b) - IEP Team</b> - IEP team must include not less than one regular education teacher, special education teacher or special education provider of the child.</p> <p><b>§300.321(a)(7) (e)(1-2)(i-ii) - IEP Team</b> - If the appropriate team members were not present at the IEP meeting (signature provided at IEP meeting), the parent and public agency consented to the excusal in writing. (excusal form).</p>			

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<p>1.1 Correct all student-specific citations identified in the summary of findings report.</p> <p><b>NOTE:</b> This activity represents an individual corrective action plan for providing remedies for all student-specific Individuals with Disabilities Education Act (IDEA) citations.</p>	September 6, 2023	<ul style="list-style-type: none"> <li>• Tara Turner, 9-12 Facilitator</li> <li>• Ivory Bass, 6-8 Facilitator</li> <li>• Kelly Hammond, PK-5 Facilitator</li> <li>• Dorothy Parks, PK-5 Facilitator</li> <li>Justin Barron, Special Education Supervisor</li> </ul>	Digital copies of revised and/or new IEPs.	October 31, 2023	

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<p>1.2 Provide training to special education teachers on writing PLAAFP statements that address each of the elements outlined in the LDOE rubric. Training will occur:</p> <ul style="list-style-type: none"> <li>• Back to school in-services. (We were aware of needs in this area so we incorporated training into our back to school trainings)</li> <li>• SPED PLCs. For the next 3 months, SPED Facilitators will meet with SPED staff at each school to provide training and support related to PLAAFP statements.</li> <li>• LPSB Special Education will purchase licenses for Goalbook to support teachers in the writing of PLAAFP</li> <li>• SPED facilitators/IEP reviewers will review IEPs in advance of and after IEP meetings to ensure adequate PLAAFP statements are included.</li> </ul>	August 14, 2023	<ul style="list-style-type: none"> <li>• Tara Turner, 9-12 Facilitator</li> <li>• Ivory Bass, 6-8 Facilitator</li> <li>• Kelly Hammond, PK-5 Facilitator</li> <li>• Dorothy Parks, PK-5 Facilitator</li> <li>• Linda Fowler, Gifted/Talented Facilitator</li> <li>• Justin Barron, Special Education Supervisor</li> </ul>	Training materials and sign-in sheets.	<p>February 2024</p> <p>April 2024</p>	



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<b>REGULATION REFERENCE(S)</b>	§300.320(a)(1)(i); 300.321(a)-(b)-IEP Team; §300.321(a)(7) (e)(1-2)(i-ii)				
<b>ACTIVITES &amp; ACTION STEPS FOR COMPLIANCE</b>	<b>DATE ACTIVITY BEGINS</b>	<b>PERSONNEL RESPONSIBLE (NAME AND TITLE)</b>	<b>DOCUMENTATION TO BE SUBMITTED TO STATEWIDE MONITORING</b>	<b>DATE DOCUMENTATION DUE</b>	<b>LDOE PERSONNEL ONLY</b>
<p>1.3 Provide training to ODRs and special education teachers regarding required IEP team members. This training will be held at SPED PLCs held at each school and implementation will be monitored by Facilitators.</p> <ul style="list-style-type: none"> <li>• back to school in-services. (We were aware of needs in this area so we incorporated training into our back to school trainings)</li> <li>• SPED PLCs. For the next 3 months, SPED Facilitators will meet with SPED staff at each school to provide training and support related to required IEP team members and related documentation to support excusal of required members.</li> </ul>	August 14, 2023	<ul style="list-style-type: none"> <li>• Tara Turner, 9-12 Facilitator</li> <li>• Ivory Bass, 6-8 Facilitator</li> <li>• Kelly Hammond, PK-5 Facilitator</li> <li>• Dorothy Parks, PK-5 Facilitator</li> <li>• Linda Fowler, Gifted/Talented Facilitator</li> <li>Justin Barron, Special Education Supervisor</li> </ul>	Training materials and sign-in sheets.	<p>February 2024</p> <p>April 2024</p>	

## 2022-2023 IDEA Corrective Action Plan (CAP)

<b>LEA/CHARTER/ORGANIZATION</b>	Lincoln Parish School System				Page 5 of 6
<b>DATE OF COMPLIANCE REVIEW</b>	June 22 – July 2, 2023	<b>CAP DUE DATE</b>			
<b>REGULATION REFERENCE(S)</b>	§300.320(a)(1)(i); 300.321(a)-(b)-IEP Team; §300.321(a)(7) (e)(1-2)(i-ii)				
<b>ACTIVITES &amp; ACTION STEPS FOR COMPLIANCE</b>	<b>DATE ACTIVITY BEGINS</b>	<b>PERSONNEL RESPONSIBLE (NAME AND TITLE)</b>	<b>DOCUMENTATION TO BE SUBMITTED TO STATEWIDE MONITORING</b>	<b>DATE DOCUMENTATION DUE</b>	<b>LDOE PERSONNEL ONLY</b>
1.3 (continued) <ul style="list-style-type: none"> <li>• SPED Facilitators will meet weekly with school staff to provide guidance for school staff related to the involvement of required IEP team members.</li> <li>• SPED Facilitators/IEP Reviewers will review IEPs in advance of and after IEP meetings to ensure compliance.</li> </ul>	August 14, 2023	<ul style="list-style-type: none"> <li>• Tara Turner, 9-12 Facilitator</li> <li>• Ivory Bass, 6-8 Facilitator</li> <li>• Kelly Hammond, PK-5 Facilitator</li> <li>• Dorothy Parks, PK-5 Facilitator</li> <li>• Linda Fowler, Gifted/Talented Facilitator</li> <li>• Justin Barron, Special Education Supervisor</li> </ul>	Training materials and sign-in sheets.	February 2024  April 2024	

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<b>DATE OF COMPLIANCE REVIEW</b>	June 22 – July 2, 2023	<b>CAP DUE DATE</b>			
<b>REGULATION REFERENCE(S)</b>	§300.320(a)(1)(i); 300.321(a)-(b)-IEP Team; §300.321(a)(7) (e)(1-2)(i-ii)				
<b>ACTIVITES &amp; ACTION STEPS FOR COMPLIANCE</b>	<b>DATE ACTIVITY BEGINS</b>	<b>PERSONNEL RESPONSIBLE (NAME AND TITLE)</b>	<b>DOCUMENTATION TO BE SUBMITTED TO STATEWIDE MONITORING</b>	<b>DATE DOCUMENTATION DUE</b>	<b>LDOE PERSONNEL ONLY</b>
1.5 IEP signature page will be completed in its entirety including the required components below: <ul style="list-style-type: none"> <li>principal or designee, parent, regular education teacher, special education teacher; related service provider (if applicable); student (if applicable); pupil appraisal (if applicable); transition agency (if applicable).</li> </ul>	November 1, 2023		10% sample of signature pages submitted to LDOE on a bi-monthly basis	December 15, 2023 February 29, 2024 April 30, 2024	

## 2022-2023 IDEA Corrective Action Plan (CAP)

LEA/CHARTER/ORGANIZATION	Northeast Claiborne Charter School		Page 1 of 5
DATE OF COMPLIANCE REVIEW	July 21-22, 2023	CAP DUE DATE	
REGULATION REFERENCE(S)	§300.320(a)(1)(i); 300.321(a)-(b); §300.321(a)(7) (e)(1-2)(i-ii); §300.320(a)(4); §300.106(a)		
<p><b>FINDING(S):</b></p> <p><b>§300.320(a)(1)(i) - Definition of an Individualized Education Program</b> - IEP must include a statement of the child’s present levels of academic achievement and functional performance (PLAAFP), including how the student’s disability affects involvement and progress in the general education curriculum (i.e., the same curriculum as for nondisabled children).</p> <p><b>§300.321(a)-(b) - IEP Team</b> - IEP team must include not less than one regular education teacher, special education teacher or special education provider of the child.</p> <p><b>§300.321(a)(7) (e)(1-2)(i-ii) - IEP Team</b> - If the appropriate team members were not present at the IEP meeting (signature provided at IEP meeting), the parent and public agency consented to the excusal in writing. (excusal form).</p> <p><b>§300.320(a)(4)</b> – The IEP contains a statement of supports for school personnel</p> <p><b>§300.106(a) - Develop, review, and revision of IEP</b> - Each public agency must ensure that extended school year services (ESY) are available as necessary to provide FAPE.</p>			

## 2022-2023 IDEA Corrective Action Plan (CAP)

LEA/CHARTER/ORGANIZATION	Northeast Claiborne Charter School				Page 2 of 5
DATE OF COMPLIANCE REVIEW	July 21-22, 2023	CAP DUE DATE			
REGULATION REFERENCE(S)	§300.320(a)(1)(i); 300.321(a)-(b); §300.321(a)(7) (e)(1-2)(i-ii); §300.320(a)(4); §300.106(a)				
ACTIVITIES & ACTION STEPS FOR COMPLIANCE	DATE ACTIVITY BEGINS	PERSONNEL RESPONSIBLE (NAME AND TITLE)	DOCUMENTATION TO BE SUBMITTED TO STATEWIDE MONITORING	DATE DOCUMENTATION DUE	LDOE PERSONNEL ONLY
<p>1.1 Correct all student-specific citations identified in the summary of findings report.</p> <p><b>NOTE:</b> This activity represents an individual corrective action plan for providing remedies for all student-specific Individuals with Disabilities Education Act (IDEA) citations.</p>	September 2023	Director SPED Coordinator	Digital copies of revised and/or new IEPs	November 1, 2023	

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<b>LEA/CHARTER/ORGANIZATION</b>	Northeast Claiborne Charter School			Page 3 of 5	
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<b>REGULATION REFERENCE(S)</b>	§300.320(a)(1)(i); 300.321(a)-(b); §300.321(a)(7) (e)(1-2)(i-ii); §300.320(a)(4); §300.106(a)				
ACTIVITIES & ACTION STEPS FOR COMPLIANCE	DATE ACTIVITY BEGINS	PERSONNEL RESPONSIBLE (NAME AND TITLE)	DOCUMENTATION TO BE SUBMITTED TO STATEWIDE MONITORING	DATE DOCUMENTATION DUE	LDOE PERSONNEL ONLY
1.2 Provide training to special education staff (sped teachers, related service personnel and pupil appraisal staff) on policies and procedures to include the following topics: <ul style="list-style-type: none"> <li>• writing present level of academic achievement and functional performance (PLAAPF) statements; (to include a measuring tool, baseline data for each content area, strengths and support needs, and how the disability affects progress in the general curriculum).</li> <li>• writing SMART goals; and writing measureable objectives linked to the goal</li> </ul> statement of support for school personnel	December 2023	SPED Coordinator	Agenda  Sign-In Sheet  PowerPoint  Handouts	January 12, 2024	

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<b>LEA/CHARTER/ORGANIZATION</b>	Northeast Claiborne Charter School			Page 4 of 5	
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<b>REGULATION REFERENCE(S)</b>	§300.320(a)(1)(i); 300.321(a)-(b); §300.321(a)(7) (e)(1-2)(i-ii); §300.320(a)(4); §300.106(a)				
ACTIVITIES & ACTION STEPS FOR COMPLIANCE	DATE ACTIVITY BEGINS	PERSONNEL RESPONSIBLE (NAME AND TITLE)	DOCUMENTATION TO BE SUBMITTED TO STATEWIDE MONITORING	DATE DOCUMENTATION DUE	LDOE PERSONNEL ONLY
1.3 IEP signature page will be completed in its entirety including the required components below: <ul style="list-style-type: none"> <li>• principal or designee, parent, regular education teacher, special education teacher; related service provider (if applicable); student (if applicable); pupil appraisal (if applicable); transition agency (if applicable).</li> </ul>	December 2023	SPED Secretary	10% sample of signature pages submitted to LDOE on a bi-monthly basis.	January 31, 2024 March 29, 2024 May 17, 2024	
1.4 Special education staff at each school will submit reports to the director of special education to ensure all students have been screened for ESY services for the current year. The report should include the number of students along with the screening and eligibility letters for each student.	April 2024	SPED Secretary  SPED Coordinator	Submit all ESY Eligibility/Ineligibility Letters and Criteria of Documentation forms to the LDOE for the 22-23 school year	May 17, 2024	

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<b>REGULATION REFERENCE(S)</b>	§300.320(a)(1)(i); 300.321(a)-(b); §300.321(a)(7) (e)(1-2)(i-ii); §300.320(a)(4); §300.106(a)				
ACTIVITIES & ACTION STEPS FOR COMPLIANCE	DATE ACTIVITY BEGINS	PERSONNEL RESPONSIBLE (NAME AND TITLE)	DOCUMENTATION TO BE SUBMITTED TO STATEWIDE MONITORING	DATE DOCUMENTATION DUE	LDOE PERSONNEL ONLY
1.5 The SPED Director will perform monthly consistency checks to ensure IEP fidelity by internally monitoring all IEPs before the IEP is submitted to eSER with a focus on: <ul style="list-style-type: none"> <li>• PLAAFPs and Goals using the IEP evaluation rubric;</li> </ul>	December 2023	SPED Coordinator  SPED Secretary	Submit completed IEP Evaluation rubric on all SPED students	December 17, 2023 January 31, 2024 February 29, 2024 March 29, 2024 April 30, 2024 May 17, 2024	



## 2022-2023 IDEA Corrective Action Plan (CAP)

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DATE OF COMPLIANCE REVIEW	May 3 - 4, 2023	CAP DUE DATE	
REGULATION REFERENCE(S)	§300.320(a)(1)(i); 300.321(a)-(b); §300.321(a)(7) (e)(1-2)(i-ii); §300.320 (a)(2)(i)(A)(B)		
<p><b>FINDING(S):</b></p> <p><b>§300.320(a)(1)(i) - Definition of an Individualized Education Program</b> - IEP must include a statement of the child’s present levels of academic achievement and functional performance (PLAAFP), including how the student’s disability affects involvement and progress in the general education curriculum (i.e., the same curriculum as for nondisabled children).</p> <p><b>§300.320(a)(2)(i)(A)(B) - Definition of Individualized Education Program</b> - A statement of measurable annual goals, including academic and functional goals designed to meet the child’s needs that result from the child’s disability to enable the child to be involved in and make progress in the general education curriculum; and meet each of the child’s other educational needs that result from the child’s disability.</p> <p><b>§300.321(a)-(b) - IEP Team</b> - IEP team must include not less than one regular education teacher, special education teacher or special education provider of the child.</p> <p><b>§300.321(a)(7)(e)(1-2)(i-ii) - IEP Team</b> - If the appropriate team members were not present at the IEP meeting (signature provided at IEP meeting), the parent and public agency consented to the excusal in writing (excusal form).</p>			

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<b>LEA/CHARTER/ORGANIZATION</b>	Plaquemines Parish School System				Page 2 of 6
<b>DATE OF COMPLIANCE REVIEW</b>	May 3 - 4, 2023	<b>CAP DUE DATE</b>			
<b>REGULATION REFERENCE(S)</b>	§300.320(a)(1)(i); 300.321(a)-(b); §300.321(a)(7) (e)(1-2)(i-ii); §300.320 (a)(2)(i)(A)(B)				
ACTIVITIES & ACTION STEPS FOR COMPLIANCE	DATE ACTIVITY BEGINS	PERSONNEL RESPONSIBLE (NAME AND TITLE)	DOCUMENTATION TO BE SUBMITTED TO STATEWIDE MONITORING	DATE DOCUMENTATION DUE	LDOE PERSONNEL ONLY
1.1 Correct all student-specific citations identified in the summary of findings report.  <b>NOTE:</b> This activity represents an individual corrective action plan for providing remedies for all student-specific Individuals with Disabilities Education Act (IDEA) citations.	August 29, 2023	SPED Director  IEP Coordinators	PII numbers of all noncompliant IEP's that were rewritten.	October 13, 2023	
1.2 GoalBook video preview of program sent to all teachers. Goalbook will assist in the development of higher-quality IEP's to identify data-based present levels along with meaningful goals will lead to improved performance by our students.	September 8, 2023	SPED Director	Copy of email from Goalbook and it was sent to all teachers in the district.	October 25, 2023	

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<b>REGULATION REFERENCE(S)</b>	§300.320(a)(1)(i); 300.321(a)-(b); §300.321(a)(7) (e)(1-2)(i-ii); §300.320 (a)(2)(i)(A)(B)				
<b>ACTIVITIES &amp; ACTION STEPS FOR COMPLIANCE</b>	<b>DATE ACTIVITY BEGINS</b>	<b>PERSONNEL RESPONSIBLE (NAME AND TITLE)</b>	<b>DOCUMENTATION TO BE SUBMITTED TO STATEWIDE MONITORING</b>	<b>DATE DOCUMENTATION DUE</b>	<b>LDOE PERSONNEL ONLY</b>
1.3 Meet with Coordinators to plan the staff notification memo of the findings of the on-site review and discuss PLAAFP Rubric. Planning for implementation of CAP.	September 1, 2023	SPED Director	Memo sent to Coordinators and agenda/sign in sheet from the meeting.	October 25, 2023	
1.4 Meeting with district related service providers to review findings and C.A.P PLAAFP Rubric and GoalBook introduction.	September 6, 2023	SPED Director	Agenda from meeting and sign-in sheet.	October 25, 2023	
1.5 Notification to principals, teachers and staff of findings and CAP through email. Send PLAAFP and GOAL Rubric to teachers.	September 8, 2023	SPED Director	Copy of the letter that went to staff and PLAAFP and Goal Rubric.	October 25, 2023	
1.6 Department meeting with appraisal staff to overview findings and CAP. Appraisal members who write goals will now be using GOALBOOK to write compliant PLAAFP and Goals. Pupil Appraisal will also be able to guide teachers in the process of writing compliant IEP's.	September 7, 2023	SPED Director	Meeting agenda and sign-in sheet.	October 25, 2023	

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LEA/CHARTER/ORGANIZATION	Plaquemines Parish School System				Page 4 of 6
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REGULATION REFERENCE(S)	§300.320(a)(1)(i); 300.321(a)-(b); §300.321(a)(7) (e)(1-2)(i-ii); §300.320 (a)(2)(i)(A)(B)				
ACTIVITIES & ACTION STEPS FOR COMPLIANCE	DATE ACTIVITY BEGINS	PERSONNEL RESPONSIBLE (NAME AND TITLE)	DOCUMENTATION TO BE SUBMITTED TO STATEWIDE MONITORING	DATE DOCUMENTATION DUE	LDOE PERSONNEL ONLY
1.7 Goalbook planning meeting for training to address IEP noncompliance. Team meeting to determine dates for district level PD.	September 7, 2023	SPED Director	Copy of agenda and notes with sign-in sheet.	October 25, 2023	
1.8 IEP signature page will be completed in its entirety including the required components below: <ul style="list-style-type: none"> <li>principal or designee, parent, regular education teacher, special education teacher; related service provider (if applicable); student (if applicable); pupil appraisal (if applicable); transition agency (if applicable).</li> </ul>	September 15, 2023	SPED Director  IEP Coordinators  SER Coordinator	Complaint IEP's  Starting <b>Oct. 16, 2023</b> , all IEP's that are submitted through eSER will be monitored by the IEP Coordinator using the Rubric.  Rubrics and the IEP signature pages will be submitted to the LDOE.	December 22, 2023 February 19, 2024 April 10, 2024 May 29, 2024	

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<b>REGULATION REFERENCE(S)</b>	§300.320(a)(1)(i); 300.321(a)-(b); §300.321(a)(7) (e)(1-2)(i-ii); §300.320 (a)(2)(i)(A)(B)				
ACTIVITIES & ACTION STEPS FOR COMPLIANCE	DATE ACTIVITY BEGINS	PERSONNEL RESPONSIBLE (NAME AND TITLE)	DOCUMENTATION TO BE SUBMITTED TO STATEWIDE MONITORING	DATE DOCUMENTATION DUE	LDOE PERSONNEL ONLY
<p>1.9 Teacher training on Goal Book to improve PLAAPF and goals.</p> <p>Teachers will be assigned a date/time to attend training. The CAP will be reviewed and monitoring process will be discussed. Teachers will receive copies of the PLAAPF and Goal Rubric.</p>	<p>October 11, 2023 October 12, 2023</p>	<p>SPED Director  IEP Coordinators</p>	<p>Signature pages and agenda from Trainings PPT from GoalBook trainer.</p>	<p>October 11, 2023 October 12, 2023</p>	
<p>1.10 The team will meet before PLAAPF rubrics are submitted to the state and will complete a summary form of the findings.</p> <p>This information will be used to determine if further training is necessary for an individual or a group.</p>	<p>December 20, 2023 February 8, 2024 April 8, 2024 May 20, 2024</p>	<p>SPED Director  IEP Coordinators</p>	<p>Rubric summary and forms Agenda Signature pages</p>	<p>Summary Forms submitted to the state: December 22, 2023 February 19, 2024 April 10, 2024 May 29, 2024</p>	

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<b>REGULATION REFERENCE(S)</b>	§300.320(a)(1)(i); 300.321(a)-(b); §300.321(a)(7) (e)(1-2)(i-ii); §300.320 (a)(2)(i)(A)(B)				
ACTIVITIES & ACTION STEPS FOR COMPLIANCE	DATE ACTIVITY BEGINS	PERSONNEL RESPONSIBLE (NAME AND TITLE)	DOCUMENTATION TO BE SUBMITTED TO STATEWIDE MONITORING	DATE DOCUMENTATION DUE	LDOE PERSONNEL ONLY
<p>1.11 During the district-wide principals meeting (PSM) on October 19, 2023, the CAP will be reviewed. Also, the Rubric for PLAAFP will be handed out and reviewed.</p> <p>(ODR's will be trained separately by our IEP coordinators.) They will be able to assist with IEP compliance during the IEP meetings.</p>	October 19, 2023	SPED Director	<p>Agenda and signature sheet from the training on October 19, 2023.</p> <p>Checklist and signatures from the IEP Coordinators as they train and work with ODR's</p>	<p>Agenda and signatures form PSM on October 19, 2023.</p> <p>ODR meetings will be on-going</p>	
<p>1.12 Signed copy of the modification and accommodation forms at the start of each semester for all students with disabilities will be collected from each school. These forms will be distributed to the general education teachers who teach each student.</p>	September 15, 2023 January 10, 2024	SPED Director  IEP Coordinators	Signed teacher forms	Forms submitted December 22, 2023 May 15, 2024	

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REGULATION REFERENCE(S)	§300.320(a)(1)(i); §300.320(a)(2)(i)(A)(B); §300.321; §300.320(b)(1); §300.320(b)(2)		
<p><b>FINDING(S):</b></p> <p><b>§300.320(a)(1)(i) - Definition of an Individualized Education Program</b> - IEP must include a statement of the child’s present levels of academic achievement and functional performance, including how the student’s disability affects involvement and progress in the general education curriculum (i.e., the same curriculum as for nondisabled children).</p> <p><b>§300.320(a)(2)(i)(A)(B) - Definition of Individualized Education Program</b> - A statement of measurable annual goals, including academic and functional goals designed to meet the child’s needs that result from the child’s disability to enable the child to be involved in and make progress in the general education curriculum; and meet each of the child’s other educational needs that result from the child’s disability.</p> <p><b>§300.321 - IEP Team</b> - A representative of the public agency who is qualified to provide, or supervise the provision of, specially designed instruction to meet the unique needs of children with disabilities; is knowledgeable about the general education curriculum; and is knowledgeable about the availability of resources of the public agency.</p> <p><b>§300.320(b)(1) - Transition Services</b> – Appropriate measurable postsecondary goals upon age appropriate transition assessments related to training, education, employment, and where, appropriate, independent living skills.</p> <p><b>§300.320(b)(2) – Transition Services</b> - The transition services (including courses of study) needed to assist the child in reaching those goals.</p>			

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<b>REGULATION REFERENCE(S)</b>	§300.320(a)(1)(i); §300.320(a)(2)(i)(A)(B); §300.321; §300.320(b)(1); §300.320(b)(2)				
<b>ACTIVITIES &amp; ACTION STEPS FOR COMPLIANCE</b>	<b>DATE ACTIVITY BEGINS</b>	<b>PERSONNEL RESPONSIBLE (NAME AND TITLE)</b>	<b>DOCUMENTATION TO BE SUBMITTED TO STATEWIDE MONITORING</b>	<b>DATE DOCUMENTATION DUE</b>	<b>LDOE PERSONNEL ONLY</b>
1.1 Correct all student-specific citations identified in the Summary of Findings report.  <b>NOTE:</b> This activity represents an individual corrective action plan for providing remedies for all student-specific IDEA citations.	October 5, 2023	Supervisor of Special Education Union Parish School District	Digital copies of revised and/or new IEPs	November 15, 2023	
1.2 Technical Assistance Transition	December 14, 2023	Supervisor of Special Education Union Parish School District	Sign-in sheet, email correspondences and Power Point Presentation	January 4, 2024	



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<b>ACTIVITIES &amp; ACTION STEPS FOR COMPLIANCE</b>	<b>DATE ACTIVITY BEGINS</b>	<b>PERSONNEL RESPONSIBLE (NAME AND TITLE)</b>	<b>DOCUMENTATION TO BE SUBMITTED TO STATEWIDE MONITORING</b>	<b>DATE DOCUMENTATION DUE</b>	<b>LDOE PERSONNEL ONLY</b>
1.3 Identify IEP Team Processes: <ul style="list-style-type: none"> <li>• IEP Preparations (prior notice and participation)</li> <li>• General Student Information</li> <li>• Areas of Education Need &amp; Present Levels</li> <li>• Writing Measurable Goals and Objectives</li> <li>• Implement and Monitor Progress</li> <li>• Educational Benefit/Instructional Results</li> <li>• Writing Transition Goals</li> </ul>	January 5, 2024  August 1, 2024	Supervisor of Special Education Union Parish School District, moderated workshop for Dr. Summer Whitmore, Educational Diagnostic Services and Consulting of Louisiana	Sign-in sheet, email correspondences, and Power Point presentation	January 31, 2024  September 30, 2024	
1.4 Review Transition Assessments	January 5, 2024  August 1, 2024	Supervisor of Special Education Union Parish School District, Consultant with Louisiana Department of Education	Sign-in sheet and email	January 31, 2024  September 30, 2024	

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<b>ACTIVITIES &amp; ACTION STEPS FOR COMPLIANCE</b>	<b>DATE ACTIVITY BEGINS</b>	<b>PERSONNEL RESPONSIBLE (NAME AND TITLE)</b>	<b>DOCUMENTATION TO BE SUBMITTED TO STATEWIDE MONITORING</b>	<b>DATE DOCUMENTATION DUE</b>	<b>LDOE PERSONNEL ONLY</b>	
1.5 Post-Secondary Goals for Transition Planning.	January 5, 2024  August 1, 2024	Supervisor of Special Education Union Parish School District	Sign-in sheet, email correspondences, Power Point presentation and Samples of Students' Transition Plans developed during session	January 31, 2024  September 30, 2024		
1.6 Training on Findings from LDOE Monitoring: 1. Review official compliance report. 2. Analyze finding and the relationship to the components of the LDOE Monitoring Protocol Rubric. 3. Activity "Be a Monitor" look at a sample IEP. Check for compliance/non-compliance Based on Monitoring Rubric 4. Recap review compliance.	January 5, 2024	Supervisor of Special Education Union Parish School District, moderated workshop for Dr. Summer Whitmore, Educational Diagnostic Services and Consulting of Louisiana	Sign-in sheet and agenda	January 31, 2024		

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<b>DATE OF COMPLIANCE REVIEW</b>	August 16 – September 1, 2023	<b>CAP DUE DATE</b>	November 29, 2023		
<b>REGULATION REFERENCE(S)</b>	§300.320(a)(1)(i); §300.320(a)(2)(i)(A)(B); §300.321; §300.320(b)(1); §300.320(b)(2)				
<b>ACTIVITIES &amp; ACTION STEPS FOR COMPLIANCE</b>	<b>DATE ACTIVITY BEGINS</b>	<b>PERSONNEL RESPONSIBLE (NAME AND TITLE)</b>	<b>DOCUMENTATION TO BE SUBMITTED TO STATEWIDE MONITORING</b>	<b>DATE DOCUMENTATION DUE</b>	<b>LDOE PERSONNEL ONLY</b>
1.7 Professional Development with current laws and regulations under IDEA to include: <ol style="list-style-type: none"> <li>1. Special Education Compliance</li> <li>2. Technical assistance on writing effective PLAAFPs, goals, and objectives.</li> <li>3. Support on correction of student specific findings when needed.</li> <li>4. Create IEP resources and guidance for best practices.</li> </ol>	January 8, 2024  August 1, 2024	Supervisor of Special Education Union Parish School District, facilitate Professional Development from Dr. Summer Whitmore, Educational Diagnostic Services and Consulting of Louisiana	Monthly Review IEP List and Need to IEP/IAP Calendar provided by Special Education Assistant	January 31, 2024	
1.8 Create a template for teachers when writing compliant IEPs.	January 22, 2024	Supervisor of Special Education Union Parish School District, facilitate Professional Development from Dr. Summer Whitmore, Educational Diagnostic Services and Consulting of Louisiana	IEP Template	January 31, 2024	

## 2022-2023 IDEA Corrective Action Plan (CAP)

<b>LEA/CHARTER/ORGANIZATION</b>	Union Parish School System				Page 6 of 7
<b>DATE OF COMPLIANCE REVIEW</b>	August 16 – September 1, 2023	<b>CAP DUE DATE</b>	November 29, 2023		
<b>REGULATION REFERENCE(S)</b>	§300.320(a)(1)(i); §300.320(a)(2)(i)(A)(B); §300.321; §300.320(b)(1); §300.320(b)(2)				
<b>ACTIVITIES &amp; ACTION STEPS FOR COMPLIANCE</b>	<b>DATE ACTIVITY BEGINS</b>	<b>PERSONNEL RESPONSIBLE (NAME AND TITLE)</b>	<b>DOCUMENTATION TO BE SUBMITTED TO STATEWIDE MONITORING</b>	<b>DATE DOCUMENTATION DUE</b>	<b>LDOE PERSONNEL ONLY</b>
1.9 Create a local compliance document tool to be used by the IEP Facilitator to monitor IEPs and provide corrective feedback to teachers.	January 22, 2024	IEP Facilitator Supervisor of Special Education Union Parish School District, will develop the compliance document tool.	Compliance Document Tool	January 31, 2024	
		Supervisor of Special Education Union Parish School District will oversee the monitoring process and feedback cycle.	Logs of oversight activities		

## 2022-2023 IDEA Corrective Action Plan (CAP)

<b>LEA/CHARTER/ORGANIZATION</b>	Union Parish School System				Page 7 of 7
<b>DATE OF COMPLIANCE REVIEW</b>	August 16 – September 1, 2023	<b>CAP DUE DATE</b>	November 29, 2023		
<b>REGULATION REFERENCE(S)</b>	§300.320(a)(1)(i); §300.320(a)(2)(i)(A)(B); §300.321; §300.320(b)(1); §300.320(b)(2)				
<b>ACTIVITIES &amp; ACTION STEPS FOR COMPLIANCE</b>	<b>DATE ACTIVITY BEGINS</b>	<b>PERSONNEL RESPONSIBLE (NAME AND TITLE)</b>	<b>DOCUMENTATION TO BE SUBMITTED TO STATEWIDE MONITORING</b>	<b>DATE DOCUMENTATION DUE</b>	<b>LDOE PERSONNEL ONLY</b>
1.10 Monitor IEPs and provide corrective feedback to teachers.	January 22, 2024	IEP Facilitator Supervisor of Special Education Union Parish School District, will develop the compliance document tool.	Logs of oversight activities	January 31, 2024	
		Supervisor of Special Education Union Parish School District will oversee the monitoring process and feedback cycle.		February 28, 2024	
				March 28, 2024	
				April 28, 2024	
				May 28, 2024	
				September 1, 2024	

**IDEA, PART B – SPLC  
CORRECTIVE ACTION PLAN**

**SY 2022-2023**

<b>LEA/CHARTER/ORGANIZATION</b>		Foundation Preparatory Academy			Page 1 of 2	
<b>AREA OF FINDING</b>		Enrollment		<b>DATE OF MONITORING</b>	May 11, 2023	
<b>ACTIVITIES &amp; ACTION STEPS FOR COMPLIANCE</b>		<b>DATE ACTIVITY BEGINS</b>	<b>PERSON(S) RESPONSIBLE</b>	<b>DOCUMENTATION TO BE SUBMITTED TO LDOE</b>	<b>DOCUMENT DUE DATE</b>	<b>DOCUMENT STATUS</b>
1.1. Correct all student-specific citations identified in the results summary report.  <b>NOTE:</b> This activity represents an individual corrective action plan for providing remedies for all student-specific IDEA citations.		August 22, 2023	Special Education Coordinator SPED Teachers	Email notifying LDOE the IEP instructional plans for those students have been amended in SER. LDOE will check those IEPs in SER to ensure they are compliant.	Oct. 4, 2023	
1.2. Provide on-going training to special education staff (e.g., special education teachers and related service providers) on writing compliant individual educational plan (IEPs) to include the following topics: <ul style="list-style-type: none"> <li>• writing measurable goals;</li> <li>• data-driven present level of academic achievement functional performance (PLAAFP) statements;</li> <li>• writing objectives linked to the goal that are measurable;</li> <li>• ensuring required participants of IEP team are invited to IEP meeting, included as IEP participant on the IEP and sign the IEP; and</li> </ul>		September 2023	Special Education Coordinator	Agenda  Sign-In sheets  Handouts  PowerPoint Presentation	Documentation of training:  Fall 2023  Spring 2024	

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CORRECTIVE ACTION PLAN**

**SY 2022-2023**

<b>LEA/CHARTER/ORGANIZATION</b>		Foundation Preparatory Academy			Page 2 of 2	
<b>AREA OF FINDING</b>		Enrollment		<b>DATE OF MONITORING</b>	May 11, 2023	
<b>ACTIVITIES &amp; ACTION STEPS FOR COMPLIANCE</b>		<b>DATE ACTIVITY BEGINS</b>	<b>PERSON(S) RESPONSIBLE</b>	<b>DOCUMENTATION TO BE SUBMITTED TO LDOE</b>	<b>DOCUMENT DUE DATE</b>	<b>DOCUMENT STATUS</b>
1.2. (continued) <ul style="list-style-type: none"> <li>• how and when to document waiver of attendance of a participant for an IEP meeting using a participant excusal form.</li> <li>• special education staff will be required to use the IEP evaluation rubric and IEP checklist when reviewing and writing IEPs.</li> </ul>		September 2023	Special Education Coordinator	Agenda  Sign-In sheets  Handouts  PowerPoint Presentation	Documentation of training:	
1.3. The special education coordinator or lead teacher will perform monthly consistency checks to ensure IEP fidelity by internally monitoring all IEPs before the IEP is submitted to special education reporting (SER) system to make it official with a focus on: <ul style="list-style-type: none"> <li>• goals/objectives and PLAAFP using the IEP evaluation rubric; and</li> <li>• IEP components (GSI, Accommodations, Program Services, Services/Placement) using IEP checklist.</li> </ul>		September 2023	Special Education Coordinator SPED Teachers	Summary of monthly reviews <b>MUST</b> include: <ul style="list-style-type: none"> <li>• number of IEPs reviewed;</li> <li>• number of IEPs with goal(s) issues;</li> <li>• number of IEPs with objectives issues;</li> <li>• number of IEPs with PLAAFP issues;</li> <li>• number of IEPs with IEP component issue (specify the component area and issue);</li> <li>• actions taken to ensure staff make corrections; and</li> <li>• results of those actions.</li> </ul>	Sept 29, 2023 Oct. 31, 2023 Nov 30, 2023 Dec. 15, 2023 Jan. 31, 2024 Feb. 29, 2024 Mar. 28, 2024 Apr. 30, 2024	

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**SY 2022-2023**

LEA/CHARTER/ORGANIZATION		KIPP: Leadership				
AREA OF FINDING		Child Find		DATE OF MONITORING	May 8, 2023	
ACTIVITIES & ACTION STEPS FOR COMPLIANCE		DATE ACTIVITY BEGINS	PERSON(S) RESPONSIBLE	DOCUMENTATION TO BE SUBMITTED TO LDOE	DOCUMENT DUE DATE	DOCUMENT STATUS
1.1. Correct all identified student-specific citations from the results summary report.  <b>NOTE:</b> This activity represents an individual corrective action plan for providing remedies to address all student specific IDEA citations.		September 6, 2023	504/RTI Chairperson  SBLC Chairperson  School Leader  SPED Coordinator	Copies of SBLC forms documenting the meeting was reconvened to address findings and copies of any other documentation denoting findings were addressed appropriately.	September 29, 2023	10/10/23
1.2 SBLC forms will be completed in their entirety including the required components below: <ul style="list-style-type: none"> <li>• all required participants name, title and signature (required participants are: principal or designee, SBLC chairperson, parent, referring person/agency, classroom teacher(s) of student);</li> <li>• referral concern(s);</li> <li>• team meeting date;</li> <li>• data/documents reviewed for student (ex: screeners, assessment scores, behavior checklist, behavior referrals, academic checklist, etc.);</li> <li>• decision of team/actions taken by team; and</li> <li>• if placed in RTI, indicated the tier the student is placed in; type of intervention (<b>must be research based</b>); time/frequency of intervention; length of time student will be in intervention (6wk, 8wk, etc.).</li> </ul>		September 6, 2023	504/RTI Chairperson  SBLC Chairperson  School Leader  SPED Coordinator	5% sample of SBLC forms submitted to LDOE on bi-monthly basis (if 10 or less SBLC forms send all forms).	09/29/23 10/31/23 11/30/23 12/15/23 01/31/24 02/29/24 03/28/24 04/30/24	10/2/23



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**SY 2022-2023**

<b>LEA/CHARTER/ORGANIZATION</b>		Lycée Français de la Nouvelle- Orléans			Page 1 of 2	
<b>AREA OF FINDING</b>		Enrollment			<b>DATE OF MONITORING</b>	May 9, 2023
<b>ACTIVITIES &amp; ACTION STEPS FOR COMPLIANCE</b>		<b>DATE ACTIVITY BEGINS</b>	<b>PERSON(S) RESPONSIBLE</b>	<b>DOCUMENTATION TO BE SUBMITTED TO LDOE</b>	<b>DOCUMENT DUE DATE</b>	<b>DOCUMENT STATUS</b>
<p>1.4. Correct all student-specific citations identified in the results summary report.</p> <p><b>NOTE:</b> This activity represents an individual corrective action plan for providing remedies for all student-specific IDEA citations.</p>		August 15, 2023	Director of ESS	Email notifying LDOE the IEP instructional plans for those students have been amended in special education reporting (SER). LDOE will check those IEPs in SER to ensure they are compliant.	September 27, 2023	
<p>1.5. Provide on-going training to special education staff (e.g., special education teachers and related service providers) on writing compliant individualized education plans (IEPs) to include the following topics:</p> <ul style="list-style-type: none"> <li>• writing measurable goals;</li> <li>• data-driven present level of academic achievement functional performance (PLAAFP) statements;</li> <li>• writing objectives linked to the goal that are measurable;</li> <li>• ensuring required participants of IEP team are invited to IEP meeting, included as IEP participant on IEP, and sign IEP; and</li> <li>• how and when to document waiver of attendance of a participant for an IEP meeting using a participant excusal form.</li> </ul>		August 2023	Director of ESS	<p align="center">Agenda</p> <p align="center">Sign-In sheets</p> <p align="center">Handouts</p> <p align="center">PowerPoint Presentation</p>	<p align="center">Documentation of training:</p> <p align="center">Fall 2023</p> <p align="center">Spring 2024</p>	

**IDEA, PART B – SPLC  
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**SY 2022-2023**

LEA/CHARTER/ORGANIZATION		Lycée Français de la Nouvelle- Orléans			Page 2 of 2	
AREA OF FINDING		Enrollment			DATE OF MONITORING	May 9, 2023
ACTIVITIES & ACTION STEPS FOR COMPLIANCE		DATE ACTIVITY BEGINS	PERSON(S) RESPONSIBLE	DOCUMENTATION TO BE SUBMITTED TO LDOE	DOCUMENT DUE DATE	DOCUMENT STATUS
1.2. (continued) <ul style="list-style-type: none"> <li>special education staff will be required to use the IEP evaluation rubric and IEP checklist when reviewing and writing IEPs.</li> </ul>		August 2023	Director of ESS	Agenda  Sign-In sheets  Handouts  PowerPoint Presentation	Documentation of training:  Fall 2023 Spring 2024	
1.6. The special education coordinator or lead teacher will perform monthly consistency checks to ensure IEP fidelity by internally monitoring all IEPs before the IEP is submitted to special education reporting (SER) to make it official with a focus on: <ul style="list-style-type: none"> <li>goals/objectives and PLAAFP using the IEP Evaluation rubric; and</li> <li>IEP components (GSI, accommodations, program services, services/placement) using the IEP checklist.</li> </ul>		September 2023	Director of ESS	Summary of monthly reviews <b>MUST</b> include: <ul style="list-style-type: none"> <li>number of IEPs reviewed;</li> <li>number of IEPs with goal(s) issues;</li> <li>number of IEPs with objectives issues;</li> <li>number of IEPs with PLAAFP issues;</li> <li>number of IEPs with IEP component issue (specify the component area and issue);</li> <li>actions taken to ensure staff make corrections; and</li> <li>results of those actions.</li> </ul>	Sept. 29, 2023  October 31, 2023  November 30, 2023  December 15, 2023  January 31, 2024  February 29, 2024  March 28, 2024  April 30, 2024	

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**SY 2022-2023**

<b>LEA/CHARTER/ORGANIZATION</b>		New Harmony High School			Page 1 of 3	
<b>AREA OF FINDING</b>		Related Services			<b>DATE OF MONITORING</b> May 10, 2023	
<b>ACTIVITIES &amp; ACTION STEPS FOR COMPLIANCE</b>		<b>DATE ACTIVITY BEGINS</b>	<b>PERSON(S) RESPONSIBLE</b>	<b>DOCUMENTATION TO BE SUBMITTED TO LDOE</b>	<b>DOCUMENT DUE DATE</b>	<b>DOCUMENT STATUS</b>
<p>1.7. Correct all student-specific citations identified in the Results Summary report.</p> <p><b>NOTE:</b> This activity represents an individual corrective action plan for providing remedies for all student specific IDEA citations.</p>		August 15, 2023	Director of Diverse Learners SPED Teachers	Email notifying LDOE the IEP instructional plans for those students have been amended in special education reporting (SER). LDOE will check those IEPs in SER to ensure they are compliant.	September 27, 2023	
<p>1.8. Provide on-going training to special education staff (e.g., special education teachers and related service providers) on writing compliant individualized education plans (IEPs) to include the following topics:</p> <ul style="list-style-type: none"> <li>writing measurable goals;</li> <li>data-driven present level of academic achievement functional performance (PLAAFP) statements;</li> <li>writing objectives linked to the goal that are measurable;</li> <li>documenting student progress using progress reports;</li> </ul>		August 15, 2023	Director of Diverse Learners SPED Teachers	<p>Agenda</p> <p>Sign-In sheets</p> <p>Handouts</p> <p>PowerPoint Presentation (PowerPoint must be submitted to LDOE one month prior for review).</p>	<p>Documentation of training:</p> <p>Fall 2023</p> <p>Spring 2024</p>	

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**SY 2022-2023**

<b>LEA/CHARTER/ORGANIZATION</b>		New Harmony High School			Page 2 of 3	
<b>AREA OF FINDING</b>		Related Services		<b>DATE OF MONITORING</b>	May 10, 2023	
<b>ACTIVITIES &amp; ACTION STEPS FOR COMPLIANCE</b>		<b>DATE ACTIVITY BEGINS</b>	<b>PERSON(S) RESPONSIBLE</b>	<b>DOCUMENTATION TO BE SUBMITTED TO LDOE</b>	<b>DOCUMENT DUE DATE</b>	<b>DOCUMENT STATUS</b>
1.2. (continued) <ul style="list-style-type: none"> <li>ensuring required participants of IEP team are invited to IEP meeting, included as IEP participant on IEP, and sign IEP;</li> <li>how and when to document waiver of attendance of a participant for an IEP meeting using a participant excusal form; and</li> <li>train staff on forms created by LDOE. Included in this training will be how to correctly use the: IEP evaluation rubric, IEP goal and PLAAFP templates and the IEP Checklist. Special education staff will be required to use the rubric and IEP checklist when reviewing and writing IEPs.</li> </ul>		August 15, 2023	Director of Diverse Learners	Agenda  Sign-In sheets  Handouts  PowerPoint Presentation		
1.3 The special education coordinator or lead teacher will perform monthly consistency checks to ensure IEP fidelity by internally monitoring all IEPs before the IEP is submitted to special education reporting (SER) to make it official with a focus on: <ul style="list-style-type: none"> <li>goals/objectives and PLAAFP using the IEP evaluation rubric;</li> <li>IEP components (GSI, accommodations, program services, services/placement) using the IEP checklist; and</li> </ul>		September 2023	Director of Diverse Learners	Summary of monthly reviews <b>MUST</b> include: <ul style="list-style-type: none"> <li>number of IEPs reviewed;</li> <li>number of IEPs with goal(s) issues;</li> <li>number of IEPs with objectives issues;</li> <li>number of IEPs with PLAAFP issues;</li> </ul>	September 29, 2023  October 31, 2023  November 30, 2023  December 15, 2023  January 31, 2024	

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**SY 2022-2023**

<b>LEA/CHARTER/ORGANIZATION</b>		New Harmony High School			Page 3 of 3	
<b>AREA OF FINDING</b>		Related Services		<b>DATE OF MONITORING</b>	May 10, 2023	
<b>ACTIVITIES &amp; ACTION STEPS FOR COMPLIANCE</b>		<b>DATE ACTIVITY BEGINS</b>	<b>PERSON(S) RESPONSIBLE</b>	<b>DOCUMENTATION TO BE SUBMITTED TO LDOE</b>	<b>DOCUMENT DUE DATE</b>	<b>DOCUMENT STATUS</b>
1.3 (continued) The special education coordinator or lead teacher will perform monthly consistency checks to ensure IEP fidelity by internally monitoring all IEPs before the IEP is submitted to special education reporting (SER) to make it official with a focus on: <ul style="list-style-type: none"> <li>• goals/objectives and PLAAFP using the IEP evaluation rubric; and</li> <li>• IEP components (GSI, accommodations, program services, services/placement) using the IEP checklist.</li> </ul>		September 2023	Director of Diverse Learners	<ul style="list-style-type: none"> <li>• number of IEPs with IEP component issue (specify the component area and issue);</li> <li>• actions taken to ensure staff make corrections; and</li> <li>• results of those actions</li> </ul>	February 29, 2024  March 28, 2024  April 30, 2024	