Prior to the on-site visit, each LEA will be required to complete a self-review of its program for students with disabilities in the identified priority areas. The self-review should include the following areas: Review of district’s policies and procedures; Analysis of data in priority areas, including the SPP/APR District Performance Report (trend data across three years); Review of specified student records utilizing the revised monitoring protocols in each indicator area and a summary of the self-review in all areas based on analysis of data and outcome of student record reviews.

**RECORD SELECTION:**

**Enrollment Groups One and Two**

Includes a review of thirty student files

* District’s self-review, fifteen student files in the area of Child Find (Initials and Comprehensive reevaluations) within the past twelve months;
* Fifteen student file reviews which should include Out-of-School Discipline (10 days suspension or expulsions);
* Ten files selected should include transition-age students, 14 years of age and above;
* The thirty file reviews will also include a review for Delivery of Services (FAPE/LRE).
* OSE’s on-site file review will include a review of ten of the LEA files selected in the review process; and
* Ten random files which will be selected on-site.

**Enrollment Groups Three and Four**

Includes a review of twenty student files

* District’s self-review, ten student files in the area of Child Find (Initials and Comprehensive reevaluations) within the past twelve months;
* Ten student file reviews which should include Out-of-School Discipline (10 days suspension or expulsions);
* Seven files selected should include transition-age students, 14 years of age and above;
* The twenty file reviews will also include a review for Delivery of Services (FAPE/LRE).
* OSE’s on-site file review will include a review of seven of the LEA files selected in the self-review process; and
* Seven random files selected on-site.

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| **Self-Review Team** | **District: Date(s) of Self-Review:** |
| **Name Position** | **Supporting Evidence/Data Sources:**  What sources of information were used to analyze data? |
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|  | **Policies and Procedures:**  Were policies reviewed to ensure federal and state requirements are met?  After a review of the district’s policies and procedures were any issues noted?  Were any policies and procedures revised or updated? |
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|  | **Review of Compliance History**  After reviewing compliance history, complaints, and requests for due process what trends are noted? |
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| **Analysis of Review (District Findings):** What trends were noted in analyzing SPP/APR District Performance? | |

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| **Self-Review Data Analysis** | |
| **Educational Benefit** | Is individualized instruction reasonably calculated to provide students the opportunity to benefit from special education and related services?  Are students being served in special education making adequate progress toward improvement plan indicators? |
| **Parent Input** | Were any parent input meetings held or parent surveys? If so, please include a summary of data obtained. |
| **Discipline** | After a review of data were there any significant discrepancies noted by race or ethnicity and/or students identified with disabilities for suspension and/or expulsion for greater than ten days in the previous and current school years. |
| **Disproportionality**  OSE, 2016  SR-3 | After a review of students identified eligible for special education services were there any disproportionate representation(s) in special education based on race and ethnicity in general or by disability noted? |

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| **Self-Review Records Summary** | | | | | | | | | | | | | | **Corrective Action Plans 1** |
| **Child Find** | Total number of files reviewed in the area of**Child Find** (Initials and Reevaluations): | | | | | | | | | | | |  |  |
| Total number of files identified as noncompliant in the area of **Child Find**: | | | | | | | | | | | |  |
| CFI-1 |  | CFI-2 |  | CFI-3 | |  | CFI-4 |  | CFI-5 |  | CFI-6 |  |
| CFI-7 |  | CFI-8 |  |  | |  |  |  |  |  |  |  |
| CFR-1 |  | CFR-2 |  | CFR-3 | |  | CFR-4 |  | CFR-5 |  |  |  |
| **Transition** | Total number of files reviewed in the area of **Transition**: | | | | | | | | | | | |  |  |
| Total number of files identified as noncompliant in the area of **Transition**: | | | | | | | | | | | |  |
| DS-18-1 |  | DS-18-2 |  | DS-18-3 | |  | DS-18-4-a |  | DS-18-4-b |  | DS-18-4-c |  |
| DS-18-4-d |  | DS-18-4-e |  | DS-18-5 | |  | DS-18-6 |  | DS-18-7 |  | DS-18-8 |  |
|  |  |  |  |  | |  |  |  |  |  |  |  |
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| **Discipline** | Total number of files reviewed in the area of **Discipline**: | | | | | | | | | | | |  |  |
| Total number of files identified as noncompliant in the area of **Discipline**: | | | | | | | | | | | |  |
| DIS-1 |  | DIS-2 |  | | DIS-3 |  | DIS-4 |  | DIS-5-a |  | DIS-5-b |  |
| DIS-5-c |  | DIS-5-d |  | | DIS-5-e |  | DIS-6 |  | DIS-7-a |  | DIS-7-b |  |
| DIS-7-c |  | DIS-7-d |  | | DIS-7-e |  |  |  |  |  |  |  |
| **Delivery**  **of Services**  **FAPE/LRE** | Total number of files reviewed in the area of **Delivery of Services (FAPE/LRE)**: | | | | | | | | | | | |  |  |
| Total number of files identified noncompliant in the area of **DS (FAPE/LRE):** | | | | | | | | | | | |  |
| DS-1 |  | DS-2 |  | | DS-3 |  | DS-4 |  | DS-5 |  | DS-6 |  |
| DS-7 |  | DS-8 |  | | DS-9 |  | DS-10 |  | DS-11 |  | DS-12 |  |
| DS-13 |  | DS-14 |  | | DS-15 |  | DS-16 |  | DS-17 |  | DS-19 |  |
| DS-20 |  | DS-21 |  | | FAPE-1 |  |  |  |  |  |  |  |

1 Use additional pages if necessary for corrective action plans.

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