

SPECIAL EDUCATION STUDENT OVERSIGHT AGREEMENT

MSAD 55 and [receiving school unit] hereby agree to the terms set forth below for monitoring students from MSAD 55 who are attending [receiving school unit] as tuition students and who have been identified as in need of special education or in need of referral to special education.

A. General Oversight for All Students

Each high school student from MSAD 55 shall have a Progress Report Form and grades sent from the receiving high school to MSAD 55 twice a year to monitor the student's progress and to keep an accurate account on transfers and dropouts. MSAD 55 shall designate a person to receive those reports.

MSAD 55 shall be responsible for contacting each high school guidance department to acquaint them with the Progress Report Form and to instruct them on its use.

In addition, if there is a problem with the student that requires administrative intervention beyond the level of the student's teacher, the Progress Report Form shall be filled out by the designated person documenting the problem. That form shall be immediately forwarded to the designated individual at MSAD 55. The receiving school unit shall also place a phone call to the designated person from MSAD 55 to ensure that MSAD 55 is aware of the issue.

Any action taken by MSAD 55 shall be documented on the Progress Report Form.

B. Oversight of Students Referred to PET for Evaluation

1. a. When a student is referred to a Pupil Evaluation Program (PET) or for evaluation, the Director of Special Services of the receiving district shall notify the Director of Special Services from MSAD 55 by means of the Progress Report Form within five days of the referral.
- b. MSAD 55 shall enter the referral into the log to monitor timelines and procedures as they would K-8 referrals.
2. a. MSAD 55 shall schedule the PET meeting at a mutually convenient time for all parties and notify the receiving school unit and the parents as described in Special Education. Reg. § 8.5.
- b. Parents shall be informed by MSAD 55 of their procedural safeguards in accordance with Maine Special Education Regulations and shall receive notification of meetings scheduled to discuss their child's school program. Any questions regarding the special education process should be directed to the Director of Special Education in MSAD 55.
- c. The Special Education Director from MSAD 55 shall chair the PET meetings held to review evaluations and to make determinations on identification, programming and placement.

C. Oversight of Students Identified as in Need of Special Education

1. a. For those students enrolled in special education, their progress shall be reviewed at annual PET meetings, through the general oversight arrangements noted above, and through PET meetings. Either MSAD 55 or the receiving school unit may initiate a PET meeting, although MSAD 55

shall initiate the annual PET to review and revise the Individual Education Plan (IEP). Whichever school unit initiates the PET meeting shall be responsible for scheduling the meeting at a mutually convenient time and for ensuring that notification requirements are met.

- b. Parents shall be informed of their procedural safeguards in accordance with the Maine Special Education Regulations and shall receive notification of meetings scheduled to discuss their child's school program. Questions regarding the student's progress or level of need that are raised with the receiving school unit should also be relayed to the Special Education Director of MSAD 55.
- c. Every three years, or more often if determined necessary by MSAD 55 or the student's PET, the student shall be re-evaluated, as specified in the Special Education Regulations, at MSAD 55's expense. The process of notification shall be initiated by MSAD 55.

Dated: _____

MSAD 55

Receiving School Unit

By: _____

By: _____

Adopted: March 2, 2016