

The following procedures will be used to verify continuous compliance when a district receives an issuance of findings in accordance with [OSEP](#)

Memorandum 09-02:

- ❖ No earlier than 6 months after findings are issued, the Executive Director and Compliance Specialists will generate a list of LEAs who received findings and the areas of noncompliance.
- ❖ Each LEA will receive a letter from the OSDE-SES indicating our requirement for verification of continuous compliance and procedures for each LEA to follow.
- ❖ Depending on the enrollment of students identified as being eligible for special education services, each LEA will be required to submit a sample of confidential student records for the OSDE-SES to review.
- ❖ After the required records are submitted to the Executive Director, Compliance Specialists will review each area of noncompliance using the Verification of Continuous Compliance Form, to determine if the LEA has met requirements.
- ❖ Once the LEA demonstrates continuous compliance they will receive a verification letter and the file will be closed.
- ❖ A file documenting each district and the findings issued will be maintained in addition to the verification of continuous compliance and their results. Documentation will verify whether the LEA corrected all findings within one year of issuance.
- ❖ Documents and sample letters for the Continuous Compliance Review are located at <http://ok.gov/sde/compliance>.