



JOY HOFMEISTER

STATE SUPERINTENDENT *of* PUBLIC INSTRUCTION
OKLAHOMA STATE DEPARTMENT *of* EDUCATION

TO: xxxxxxxxxxxxxxxx, Superintendent
xxxxxxxxxxxxx Public School District

DATE: xxxxxxxxxxxxxxxx

RE: Special Education On-Site Compliance Review

Local Education Agencies (LEAs) responsible for providing special education and related services are monitored for compliance with state and federal requirements in accordance with the Individuals with Disabilities Education Act (IDEA), Part B.

The xxxxxx Public School District has been scheduled for an on-site compliance review on DATE.

Enclosed is a copy of the Administrative Records Checklist and Financial Monitoring Checklist. Please review these **prior** to the scheduled on-site visit. Oklahoma State Department (OSDE), Special Education Services (SES) staff will assist you in completing the checklists if necessary. In addition, please prepare copies of certifications for all certified personnel responsible for providing special education and related services.

Should you have questions, please contact the following individuals:

Mark Everhart, Director of Compliance; (405) 521-4863; Mark.everhart@sde.ok.gov

Ashlee Henson, Specialist; (405) 521-4857; Ashlee.henson@sde.ok.gov

Sincerely,

A handwritten signature in black ink, appearing to read "Todd Loftin".

Todd Loftin, Executive Director
Special Education Services
Oklahoma State Department of Education
(405) 522-3237/ Todd.loftin@sde.ok.gov