

To maintain good oversight of district special education data, OSDE-SES recommends that Special Education Directors do the following on a **monthly** basis:

Activity			Monthly Checklist												
	EdPlan AR Report	Α	S	0	N	D	J	F	Μ	Α	Μ	J			
Check for students with upcoming/expired IEPs	IEP & Elig Red Flags v 1.0														
Check for students with upcoming/expired eligibility	IEP & Elig Red Flags v 1.0														
Enter discipline details in EdPlan for all students with disabilities	Daily Child Count														
Monitor upcoming and overdue Early Childhood Outcomes entries and exits	Early Childhood Outcomes Report v 1.0														
Check inactive status of students leaving the district	All Student Export-SPED Only Report														
Check ineligible status of students returning to regular education	All Student Export-SPED Only Report														
Check whether service time is within the allotted instructional week	IEP & Elig Red Flags v 1.0														
Track total number of SoonerStart referrals															
How many students were found eligible and their IEPs were completed before their 3 <sup>rd</sup> birthday?															
How many students were found not eligible and the determination was completed before their 3 <sup>rd</sup> birthday?															
How many students' parents refused consent or declined services?															
How many students were referred less than 90 days before their 3 <sup>rd</sup> birthdays and the district did not complete the eligibility determination and/or the IEP before their 3 <sup>rd</sup> birthdays?															
For how many was the IEP not completed by the 3 <sup>rd</sup> birthday and are not included in above groups?															
For all the eligibility determinations and IEPs not completed by the 3 <sup>rd</sup> birthday, notate the maximum number of days beyond the 3 <sup>rd</sup> birthday to implement the most tardy IEP:															



	Monthly Checklist											
Activity	Α	S	0	N	D	J	F	Μ	Α	Μ	J	
Track total number of initial evaluation referrals												
How many initial evaluations ended with eligibility determination within 45 school days?												
For all initial evaluations that did not have an eligibility determination completed within 45 school days:												
How many students changed districts prior to eligibility determination?												
How many parents failed or refused to produce the child? How many parents refused to sign consent for evaluation caused delays in evaluation or initial services?												
Provide the count of all other late evaluations: For all evaluations not completed within 45 school days, please indicate the MAXIMUM number of days beyond the 45 <sup>th</sup> day needed to complete the most tardy evaluation:												