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

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | **Monthly Checklist** | | | | | | | | | | |
| **Activity** | **OK EdPlan Report** | **A** | **S** | **O** | **N** | **D** | **J** | **F** | **M** | **A** | **M** | **J** |
| Check for students with upcoming/expired IEPs | All Student Export-SPED Only Report |  |  |  |  |  |  |  |  |  |  |  |
| Check for students with upcoming/expired eligibility | All Student Export-SPED Only Report |  |  |  |  |  |  |  |  |  |  |  |
| Enter discipline details in EdPlan for all students with disabilities | Student Discipline Page |  |  |  |  |  |  |  |  |  |  |  |
| Monitor upcoming and overdue Early Childhood Outcomes entries and exits | Oklahoma Early Childhood Report |  |  |  |  |  |  |  |  |  |  |  |
| 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 |  |  |  |  |  |  |  |  |  |  |  |
| Track total number of SoonerStart referrals | |  |  |  |  |  |  |  |  |  |  |  |
| How many students were found eligible and their IEPs were completed before their 3rd birthday? | |  |  |  |  |  |  |  |  |  |  |  |
| How many students were found not eligible and the determination was completed before their 3rd birthday? | |  |  |  |  |  |  |  |  |  |  |  |
| How many students’ parents refused consent or declined services? | |  |  |  |  |  |  |  |  |  |  |  |
| How many students were referred less than 90 days before their 3rd birthday and the district did not complete the eligibility determination and/or the IEP before their 3rd birthday? | |  |  |  |  |  |  |  |  |  |  |  |
| For how many was the IEP not completed by the 3rd birthday and are not included in above groups? | |  |  |  |  |  |  |  |  |  |  |  |
| For all the eligibility determinations and IEPs not completed by the 3rd birthday, notate the maximum number of days beyond the 3rd birthday to implement the most tardy IEP: | |  |  |  |  |  |  |  |  |  |  |  |
|  | | **Monthly Checklist** | | | | | | | | | | |
| **Activity** | | **A** | **S** | **O** | **N** | **D** | **J** | **F** | **M** | **A** | **M** | **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 45th day needed to complete the most tardy evaluation: | |  |  |  |  |  |  |  |  |  |  |  |