



**JANET BARRESI**  
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION  
STATE OF OKLAHOMA

TO: XXXXXXXXX, Superintendent  
XXXXXXXXXX Public School District

FROM: Cynthia Valenzuela, Executive Director  
Special Education Services

DATE: Month DD, YYYY

RE: Special Education On-Site Compliance Review

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

**Your agency has been scheduled for an on-site compliance review on DD/MM/YYYY.  
The Compliance Team will meet in the \_\_\_\_\_ at \_\_\_\_\_ a.m.**

Enclosed is a copy of the Administrative Records Checklist. Please have this checklist completed **prior** to the scheduled on-site visit.

Should you have questions, please contact the Special Education Services (SES) at (405) 521-4872.

CV/JF