



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

Month DD, YYYY

XXX Public Schools  
XXXXXXXX, Superintendent  
Post Office Box  
XXXX, Oklahoma Zip Code

Dear Superintendent,

In order to be in compliance with the Individuals with Disabilities Education Act (IDEA), the Oklahoma State Department of Education (ODSE), Special Education Services (SES) must ensure that each school district is in compliance with the IDEA regulations. In order to accomplish this task, the OSDE-SES must complete a two-step process. The first step is a file/data review with findings of noncompliance issued and corrective action plans (CAP) developed. The second step involves a new file/data review to ensure that the previous issues have been corrected and that the district is in full compliance of the IDEA.

In order to achieve this OSDE-SES conducts several different types of monitoring activities to accomplish this task. For example, some monitoring activities are conducted via data review from the OSDE and others types require an on-site visit.

The reason you are receiving this request is that XXXXX Public Schools was monitored by the OSDE-SES in the xxxx-xxxx school year. The findings at that time were 1) XXXXX 2) XXXXX, 3) XXXXX, and 4) XXXXXXXX. The OSDE-SES must conduct the second step of the process and verify that XXXXXXX Public Schools is fully compliant with the IDEA. Please provide the OSDE-SES with XXX amount of records to verify compliance and records demonstrating compliance in regards to XXXXXXXX. The records are due to the OSDE-SES no later than Month DD, YYYY.

If you have questions please contact XXXXX Compliance, Data, and Finance Specialist (405) 521-XXXX or by email at [XXXXX.XXXXX@sde.ok.gov](mailto:XXXXX.XXXXX@sde.ok.gov). Thanks in advance for your timely attention to this matter.

Sincerely,  
XXXXX XXXXX  
Compliance Data and Finance Specialist  
Special Education Services  
Oklahoma State Department of Education