

ANCHORAGE SCHOOL DISTRICT
SPECIAL EDUCATION

MEMORANDUM

FEBRUARY 13, 2006

TO: SPECIAL EDUCATION AND RELATED SERVICES
ADMINISTRATORS, STAFF AND TEACHERS

FROM: JERRY SJOLANDER, EXECUTIVE DIRECTOR
SPECIAL EDUCATION

SUBJECT: PROGRESS REPORTING REQUIREMENTS

General Information:

Parents of children with disabilities must be informed of progress at least as often as parents of children without disabilities. The IEP must include a statement of how parents will be informed of their child's progress toward the annual goals and the extent to which that progress is sufficient to enable the child to achieve the goals by the end of the IEP time period.

ASD Internal Audit of Compliance: Progress reporting requirements reflect both state and federal mandates. Because progress reporting has been noted as a compliance issue by the DEED over the past three years of state audit, the following expectations **should be clear to all** special education staff, including all related service providers:

1. Progress reports will be done quarterly, unless otherwise indicated in a student's IEP. Any special education teacher or related service provider who needs assistance with progress report writing or planning should consult with the Teacher Consultant;
2. I have directed Early Childhood and Elementary Special Education, Secondary Special Education, Related Services Directors and Supervisors, DSHHH Supervisor and Special Programs Supervisors as well as the Director of State and Federal Compliance to randomly audit the district's efforts to accurately provide progress reports in a timely manner;
3. If a student's file (either in Records Department or IEP Program) indicates missing progress reports, the following steps will be taken:
 - a. A notice requesting explanation will be sent to the special education teacher or related service provider requiring a timely response and explanation with 5 days of receipt;
 - b. A random audit will be conducted of other student's files assigned to this services provider. At least 10 files, if applicable, will be audited to determine whether the compliance issue is limited to an individual student;

c. In the event that there is evidence of repeated non-compliance, a meeting will be scheduled with the special education department administration as well as building level administration and the special education teacher or related service provider to determine whether disciplinary action need be taken; and

d. A Prior Written Notice will be provided to all parents who have not received timely progress reports, documenting the reasons for the non-compliance.