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| **MASSACHUSETTS DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION****Public School Monitoring** |

##### SPECIAL EDUCATION AND CIVIL RIGHTS

##### MONITORING REVIEW

## CORRECTIVE ACTION PLAN

Springfield Prep Charter School

Monitoring Onsite Year: 2023-2024

Program Area: Special Education

All corrective action must be fully implemented and all noncompliance corrected as soon as possible and no later than one year from the issuance of the Special Education and Civil Rights Monitoring Report dated 08/24/2024.

**Mandatory One-Year Compliance Date:** **08/24/2025**

**Summary of Required Corrective Action Plans in this Report**

| **Criterion** | **Criterion Title** | **Rating** |
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| SE 9 | Timeline for determination of eligibility | Partially Implemented |

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| SPECIAL EDUCATION AND CIVIL RIGHTSMONITORING REVIEW**CORRECTIVE ACTION PLAN** |

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| **Criterion & Topic:** SE 9 Timeline for determination of eligibility | **Rating:** Partially Implemented |
| **Department Findings:** A review of student records and interviews indicate the school does not always provide the proposed IEP and proposed placement to the parent/guardian within 45 school working days after receipt of consent to an initial evaluation or a re-evaluation. |
| **Description of Corrective Action:** * The Student Support office will update the procedures to ensure future initial and re-evaluation meeting are scheduled with enough time to allow for the proposed IEP and placement to be sent to the parent within 45 school working days from receipt of the consent for evaluations.
* All special education administrative staff, evaluators and service providers will receive training regarding the required timelines for initial and re-evaluations.
* The school will conduct an internal review of student records to ensure compliance with timelines for providing parents with a proposed IEP and placement. If noncompliance is found, the school will submit a root cause analysis and take corrective action.
* The root cause for not consistently meeting 45 day timelines was a misinterpretation of the regulation requirements.
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| **Title/Role(s) of Responsible Persons:**Pamela Haywood, Director of Student Support | **Expected Date of Completion:**04/10/2025 |
| **Evidence of Completion of the Corrective Action:*** An agenda, written procedures, and signed attendance sheet from trainings attended by all special education staff and evaluators on the requirement to provide parents with a proposed IEP and placement within 45 school-working days of the school's receipt of a parent's signed consent for special education evaluations.
* A spreadsheet of administrative review of student records with date consent for evaluation received, date of meeting and date of N1 and proposed IEP and placement sent to parent.
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| **Description of Internal Monitoring Procedures:** * The Director of Student Support will monitor when evaluation consents are received and ensure the eligibility meeting is scheduled so that the school provides the proposed IEP and placement within 45 school-working days of receipt of signed consent for evaluations. This monitoring will happen monthly by the Director of Student Support by reviewing the spreadsheet.
* Annually, the written procedures regarding timelines and procedures for when evaluation consents will be reviewed with all evaluators.
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| CORRECTIVE ACTION PLAN APPROVAL SECTION |
| **Criterion:** SE 9 Timeline for determination of eligibility | **Corrective Action Plan Status:** Approved **Status Date:** 09/24/2024 **Correction Status:** Not Corrected |
| **Required Elements of Progress Report(s):** By November 7, 2024, Springfield Preparatory Charter School will submit revised procedures and protocols to ensure that the school provides the proposed IEP and proposed placement to the parent/guardian within 45 school working days after receipt of the parent's written consent to an initial evaluation or re-evaluation. By November 7, 2024, the school will submit evidence of training for special education administrative staff, evaluators and service providers on the school's procedures and protocols. Evidence will include the training materials, agenda, and signed attendance sheets. By April 10, 2025, the Department will conduct an onsite review of student records for evidence that the proposed IEP and proposed placement are provided to parents/guardian within 45 days of receipt of signed consent to an initial evaluation or re-evaluation. For any identified non-compliance, the school will submit a root cause analysis and a description of appropriate corrective actions. Subsequent progress reports may be required. |
| **Progress Report Due Date(s):** 11/07/202404/10/2025 |