

**DISTRICT LETTERHEAD**

TO: All Staff in the XXX Public School District  
FROM: Special Education Director  
RE: Connecticut State Department of Education  
Bureau of Special Education  
2013-14 Focused Monitoring Process Participation  
DATE: XX/XX/XX

On an annual basis, the Connecticut State Department of Education (CSDE), Bureau of Special Education (BSE) conducts general supervision student file reviews as well as focused monitoring technical assistance and support activities. The activities are designed to assist districts with improving their performance on a set of key performance indicators for students with disabilities and to ensure compliance with the implementation of the Individuals with Disabilities Education Improvement Act (IDEA).

Based on a six-year cycle, approximately thirty districts per school year are randomly selected for initial inclusion in this process. Each selected district receives a general supervision student file review designed to monitor districts for compliance with IDEA. Subsequently, through a comprehensive selection process, a smaller cohort of those thirty districts is identified to participate in a more focused monitoring process of technical assistance and support. This process assists in addressing any data of concern noted during the selection process. This year, our district has been selected to receive that additional technical assistance and support.

The following data of concern was identified for our district through the Focused Monitoring process:

XXXXXX

A team of BSE, State Education Resource Center (SERC) and CT Parent Advocacy Center (CPAC) consultants has been assembled to assist our district. In addition to the student file reviews already conducted, this team will offer our district four sessions of embedded activities including further root cause analysis of our data for students with disabilities, identification of a focus for improvement related to the district data of concern, electronic parent and staff surveys, an exploration of the district infrastructure to support improvement and build capacity, facilitation of a reflective district self-study, and facilitation of the development of a Focused Monitoring Theory of Action Plan.

It is anticipated that the consultant team will begin to meet with our district in January 2014 and conclude by the close of the school year, after which we will continue to actively pursue the goals and objectives developed in our Focused Monitoring Theory of Action Plan.

As a result of the student file reviews the BSE has issued a correspondence related to IDEA compliance regarding their findings. Additionally, based on the focused monitoring technical assistance and support activities, our district will utilize the self-reflection document to inform future program development and improvement.

**We value your input, therefore we ask that you take a short (10 minute) survey about your experience with our school district. This survey may be found online at: [\(place link here\)](#). The survey may be completed until February 28, 2014.**

Please feel free to contact me if you have any questions.

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