

Coordinated Program Review Time Line

Spring 2017	Electronic submission of all special education and civil rights documents to address Coordinated Program Review Requirements
	8 weeks before visit Required School District Documentation (Appendix Parts I and II) submitted to DESE for ELL. Written profile describing the strengths of existing ELL programs and practices.
April 2018	6 weeks before visit – Preliminary local review of all records selected by DESE to determine whether ELL requirements are documented in student files
April 2	Orientation meeting in Central Office with DESE Representatives and superintendent, assistant superintendent, and director of student services to outline specific procedures and expectations.
May 4	On-site record review: 8 Special Education student records ELL student records
May 11	Interview and observation schedules returned to DESE for approval. Interviews will be scheduled with all personnel on attached list as well as regular education staff from each level and content area (Document #4, p.57 of 110). Observations will be conducted in all schools and selected classrooms. Public Notice in newspapers, web sites, surveys to parents.
May 22-23-24	Visit to district by DESE team
May 25	Exit interview at Central Office
TBD	Formal presentation to School Committee after DESE Orientation
45 Days after visit	Draft Report of Monitoring Team with ratings District has 10 days to review report for accuracy and respond to DESE
60 days after visit	Final Report with Ratings and Findings

6/6/18