

# Individuals with Disabilities Education Act (IDEA) Special Education - Model Policies and Procedures / Sample Forms Guidance

Last Updated 7/27/2023

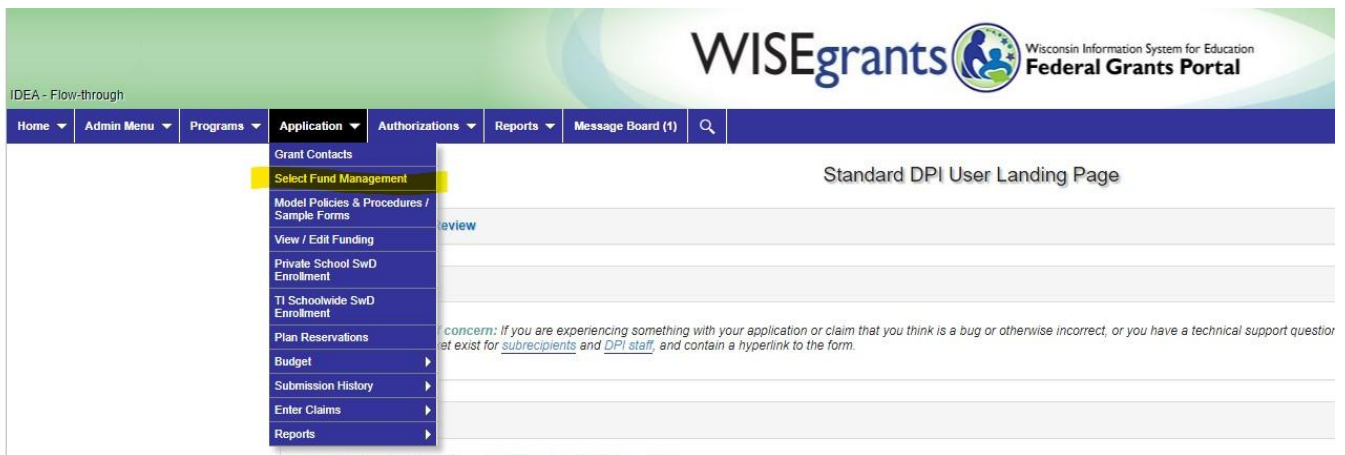
## Background

Under the Individuals with Disabilities Education Act (IDEA), LEAs must have in effect policies, procedures, and programs that are consistent with the State model policies and procedures established under 34 CFR §§ 300.101-300.163 and §§ 300.165-300.174.

As part of DPI's general supervisory duties under the Individuals with Disabilities Education Act, DPI must conduct a review of the documents adopted by the LEA if the LEA has made substantive modifications to DPI's existing model special education policies and procedures and sample special education forms. 34 CFR § 300.201. LEAs that use vendor forms must carefully review those forms for compliance and if substantive modifications are found or additionally made by the LEA, submit for DPI review.

## Submission

LEAs submit their assurances within the IDEA flow-through section of the [WISEgrants application](#). Before submitting, ensure you have selected the method to manage your IDEA flow-through funds. From the WISEgrants top menu in blue, go to Application > “Select Fund Management” before proceeding to “Model Policies & Procedures / Sample Forms.”



## “Substantive Modifications” definition

Substantive modifications include rewording of the content, the elimination of content, or the addition of content to either the Model Special Education Policies and Procedures or the Sample Special Education Form. Not substantive modifications are changes in form format and such other changes as adding student identifiers, demographic information, public agency name or logos.

If you are unsure of whether or not changes LEAs have made to these documents are substantive, prior to submitting anything for DPI review, please contact Ryan McNamara ([ryan.mcnamara@dpi.wi.gov](mailto:ryan.mcnamara@dpi.wi.gov)) or Sara Totten ([sara.totten@dpi.wi.gov](mailto:sara.totten@dpi.wi.gov)).

## Adoption of Special Education Model Policies and Procedures

In the first section, the LEA must select either “A” - the LEA adopted the Department of Public Instruction's Model Local Educational Agency Special Education Policies and Procedures without substantive modification or “B” - the LEA modified DPI’s policies and procedures or adopted other locally developed special education policies and procedures. If the LEA selects “B,” then there is a requirement to upload a pdf copy of the modified policies and procedures. To ensure DPI is able to review the modified policies and procedures, the LEA must use strike out and highlight formatting to identify the substantive changes from the DPI version.

Once a selection is made, click on the “Submit” button. The panel will list a response submitted date and detailed information will appear at the top of the page in the “Response and Review Summary” panel.

## Adoption of Sample Special Education Forms

In the second section, the LEA begins by selecting a software vendor from the list of available choices. If the LEA does not use an outside vendor for special education forms, select “\*No Vendor Used.” If the vendor the LEA uses is not on the list, please send the vendor name to Ryan McNamara ([ryan.mcnamara@dpi.wi.gov](mailto:ryan.mcnamara@dpi.wi.gov)) or Sara Totten ([sara.totten@dpi.wi.gov](mailto:sara.totten@dpi.wi.gov)) to add the vendor to the application.

Similar to the Special Education Model Policies and Procedures section, the LEA must select either “A” - the LEA adopted the Department of Public Instruction's sample Special Education Forms without substantive modification or “B” - the LEA modified the special education forms. If using an outside vendor for forms, the LEA must carefully review those forms for compliance and if substantially changed from DPI’s sample forms submit for DPI review.

Once a response has been marked, click on the “Submit” button. The panel will list a response submitted date and detailed information will appear at the top of the page in the “Response and Review Summary” panel.

**Response and Review Summary**

Fiscal Year	Document Type	Vendor	Modifications	Submitted By	Submitted Date	DPI Approval
2020-2021	Policies and Procedures	N/A	None	Ellwood, Stephanie	6/1/2020	N/A
2020-2021	Special Education Forms	SEEDS	<a href="#">View</a>	Ellwood, Stephanie	6/1/2020	

**Adoption of Special Education Model Policies and Procedures**

Select either Option A or Option B below:

**Option A:** Our LEA adopted the Department of Public Instruction's Model Local Educational Agency Special Education Policies and Procedures **without substantive modification.**

- Substantive modifications include rewording of the content, the elimination of content, or the addition of content.
- Not substantive modifications are changes in form format and such other changes as adding student identifiers, demographic information, public agency name or logos.

**Option B:** Our LEA adopted the Department of Public Instruction's Model Local Educational Agency Special Education Policies and Procedures with substantive modifications or other locally developed special education policies and procedures.

*Note:* A PDF copy of the LEA's modified policies and procedures must be uploaded for DPI review. Use ~~strikeout~~ and **highlight** formatting to identify the substantive changes from the DPI version.

A response was submitted on 6/1/2020

**Opens the uploaded PDF** (points to View link)

**User can update responses by making a new selection and clicking on the "Edit Response" button.** (points to Edit Response button)

**Note:**

The review of either modified policies and procedures or special education forms by DPI will not interfere with the LEAs ability to submit flow-through and preschool formula budgets. The only steps required are answering "A" or "B" in the two sections on the *Special Education - Model Policies and Procedures / Sample Forms* page.