

IEP/Services Plan Implementation and Quarterly Reports



Welcome to the Wisconsin Department of Public Instruction's training module on the Special Needs Scholarship Program, or SNSP. The SNSP is governed by Wis. Stat. § 115.7915 and the Wis. Admin. Code ch. PI. 49. Provisions of this training module are subject to statutory and rule changes.

This training module will provide information on the SNSP school requirements to implement a student's individualized education program, or IEP, and services plan as well as information about the quarterly report requirements.

How to Navigate this Training Module

The image shows a screenshot of a training module interface. At the top, there are tabs for "Menu", "Glossary", "Notes", and "Resources". The main content area displays a slide titled "MODULE 5- IEP/Services Plan Implementation and Quarterly Reports" with a photo of a teacher and students. At the bottom, there is a navigation bar with a "Pause" button, a "PREV" button, and a "NEXT" button. Five callout boxes provide instructions: 1. "Slide titles are listed here under the 'Menu' tab. Click on a title to skip to that particular slide." (pointing to the Menu tab). 2. "Click on the 'Notes' tab to read a transcript of the training module materials." (pointing to the Notes tab). 3. "The 'Glossary' tab has definitions for many acronyms and terms used throughout this training module." (pointing to the Glossary tab). 4. "Click on the 'Pause' button to pause the training module." (pointing to the Pause button). 5. "Click 'Next' to advance to the next screen." (pointing to the NEXT button). A small number "2" is visible in the bottom right corner of the screenshot.

Before we start, here are some tips and tools you may wish to use when viewing this training module.

When listening to this training module please note the buttons at the top of the training module screen. Titles to all of the slides in this training module are listed under the "Menu" tab on the top left of the training module screen. You may watch the training module in its entirety, or you may skip to a specific slide by clicking on the title of a particular slide.

Acronyms and terms that are used throughout this training module are defined under the "Glossary" tab on the upper left side of the training module screen. If you have any questions about a particular acronym or term that is used in this training module, click on the "Glossary" tab to read the definition of that acronym or term.

The "Notes" tab has a transcript of the training module materials as they are presented. If you wish to read along with the training module, please click the "Notes" tab on the upper left side of the training module screen.

We have also posted resources related to this training module which can be found under the “Resources” link on the upper right hand side of the training module screen.

Next please note the buttons at the bottom of the training module screen. If you want to pause on or during a specific slide, please hit the “Pause” button. Clicking the “Prev” button will allow you to return to the previous slide and clicking the “Next” button will allow you to advance to the next slide, if you wish to advance sooner than the auto-timing.

IEP or Services Plan Implementation

- SNSP schools are required to implement:
 - The most recent IEP or services plan, as modified by agreement between the school and the student's parent, and
 - Related services agreed to by the school and the student's parent that are not included in the IEP or services plan.

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In order for schools to receive SNSP scholarships on behalf of SNSP students, schools are required to implement the most recent Individualized Education Program, the IEP, or services plan, as modified by agreement between the school and the student's parent. The school is also required to provide the related services agreed to by the school and the student's parent that are not included in the IEP or services plan.

Modifications must be put in writing and signed by the school and parent by the applicable count date for the student to be eligible for payment by that count date.

Student Quarterly Progress Report

- The school must provide SNSP parents with quarterly reports that contain the following:
 - The related services to be provided, if any, as agreed to by the school and the student's parent that are not included in the student's IEP or services plan.
 - The implementation of the student's IEP or services plan, as modified by agreement between the school and the student's parent for the school year.
 - The student's academic progress during the school year.
- The required quarterly report form is available on the SNSP School Submitted Reports webpage.


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SNSP schools are required to provide SNSP parents with quarterly reports. The quarterly reports must be on a Department of Public Instruction, or DPI, form and must contain the following information:

- The related services to be provided, if any, as agreed to by the school and the student's parent that are not included in the student's IEP or services plan.
- The implementation of the student's IEP or services plan, as modified by agreement between the school and the student's parent for the school year.
- The student's academic progress during the school year.

A link to the SNSP School Submitted Reports webpage where the quarterly report can be accessed is in the resources tab at the top of the training module screen.

Student Quarterly Progress Report (contd.)


Wisconsin Department of Public Instruction
SPECIAL NEEDS SCHEDULING PROGRAM
PARENT RECORD OF IMPLEMENTATION AND PROGRESS
SNAP-008 (Rev. 07/10)

Required by Wis. Admin. Code PR 48.12

INSTRUCTIONS: This form must be completed by the private school for each child who receives a special needs scholarship and provide answers to the child's parent/guardian.

| STUDENT INFORMATION | | | |
|---|--|---------------------------|--------------------------|
| Student First Name Legal Name Only | MI | Last Name Legal Name Only | Date of Birth (M/Day/YY) |
| | | | |
| School Year | Date Completed (M/Day/YY) | | |
| | | | |
| PRIVATE SCHOOL INFORMATION | | | |
| Private School Name | Mailing Address of the Private School Street, City, State, Zip | | |
| | | | |
| Name of Person Completing this Form First and Last Name | Title of Person Completing this Form | | |
| | | | |
| Contact Telephone (Area) | Contact Email | | |
| | | | |
| RECORD OF IMPLEMENTATION | | | |
| <small>Document the services to be provided, if any, as agreed to by the private school and the child's parent that are not included in the individualized education program (IEP) or service plan for this school year. You may include attachments in providing this documentation.</small> | | | |
| <small>Document the implementation of the child's IEP or service plan, as modified by agreement between the private school and the child's parent, for this school year. You may include attachments in providing this documentation.</small> | | | |
| <small>Describe the child's progress during the school year. You may include attachments in providing this information.</small> | | | |

This is what the quarterly IEP or service plan implementation and progress report looks like. The required fields of the report will be discussed in the following slides.

Student Information on the Student Quarterly Progress Report

| STUDENT INFORMATION | | | | |
|---|----|----------------------------------|-----------------------------------|----------------------------------|
| Student's First Name <i>Legal Name Only</i> | MI | Last Name <i>Legal Name Only</i> | Suffix | Date of Birth <i>Mo./Day/Yr.</i> |
| School Year | | | Date Completed <i>Mo./Day/Yr.</i> | |

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At the top of the report, the school must fill in the student's first name, last name, date of birth, school year and the date the quarterly report was completed. The school must use the student's legal name.

School Information on the Student Quarterly Progress Report

| PRIVATE SCHOOL INFORMATION | |
|--|---|
| Private School Name | Mailing Address of the Private School <i>Street, City, State, Zip</i> |
| Name of Person Completing this Form <i>First and Last Name</i> | Title of Person Completing this Form |
| Contact Telephone <i>Area/No.</i> | Contact Email |

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In the second section of the Quarterly Report, the school must list the school name and mailing address as well as the name, title and contact information of the person completing the quarterly report.

Record of Implementation on Student Quarterly Progress Report

| RECORD OF IMPLEMENTATION |
|--|
| Document the related services to be provided, if any, as agreed to by the private school and the child's parent that are not included in the individualized education program (IEP) or service plan for this school year. You may include attachments in providing this documentation. |
| Document the implementation of the child's IEP or services plan, as modified by agreement between the private school and the child's parent, for this school year. You may include attachments in providing this documentation. |

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Under the “Record of Implementation” section of the Quarterly Report, the school must document the related services, that are not included in the student’s IEP or services plan, that the school and parent agreed to. The school will also need to provide information about the implementation of the IEP or service plan modifications that were agreed upon.

The school can either put the information in the form or attach a document with the information to the form.

Record of Progress on the Student Quarterly Progress Report

| RECORD OF THE CHILD'S PROGRESS |
|--|
| Describe the child's progress during the school year. You may include attachments in providing this information. |

Under the “Record of the Child’s Progress” section of the Quarterly Report, the school must describe the student’s progress during the quarter. The school may also include attachments to the Quarterly Report to support this section.

Student Records– Resident School District

- When requested by a resident school district, a SNSP school is required to provide the resident school district with all records of the implementation of an SNSP's students IEP, with modifications, or services plan.
- The records must be provided to the resident school district within 5 days of the request being made.

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When requested by a resident school district, a SNSP school is also required to provide the resident school district with all records of the implementation of an SNSP's students IEP, with modifications, or services plan.

The records must be provided to the resident school district within five (5) days of the request being made. The private school should retain copies of the records.

Questions

Email: snsp@dpi.wi.gov

Phone: 1-888-245-2732 ext. 4



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If you have any questions about the information discussed in this Module please contact the SNSP team at snsp@dpi.wi.gov or call the toll-free number at 1-888-245-2732, extension 4.