



IEP and Services Plan Implementation and Quarterly Reports

1. Module 5 - IEP and Services Plan Implementation and Quarterly Reports

1.1 Module 5- IEP/Services Plan Implementation and Quarterly Reports

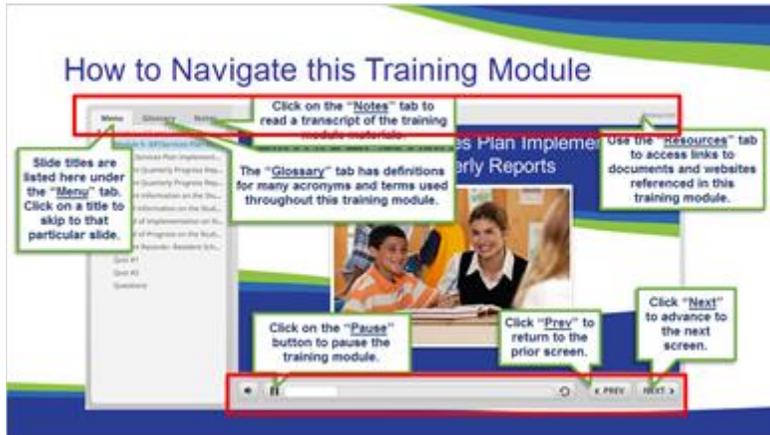


Notes:

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.

1-5.2 How to Navigate this Training Module



Notes:

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.

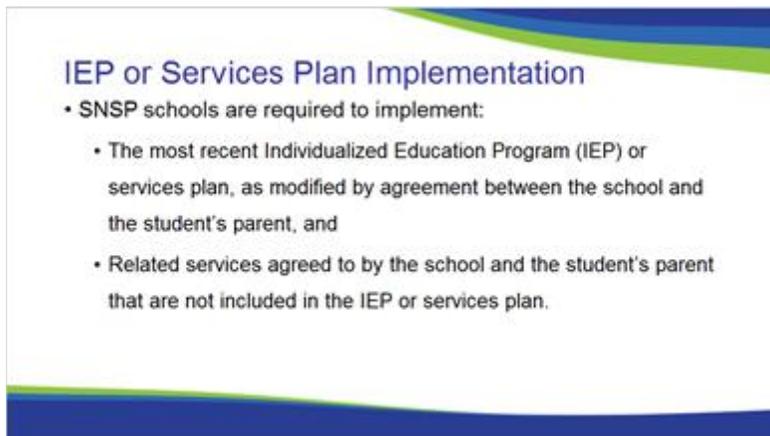
The "Notes" tab has a transcript of the training module materials as they are presented. If you wish to read along with the training module, please click the "Notes" tab on the upper left side of the training module screen.

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.

1-5.3 IEP or Services Plan Implementation

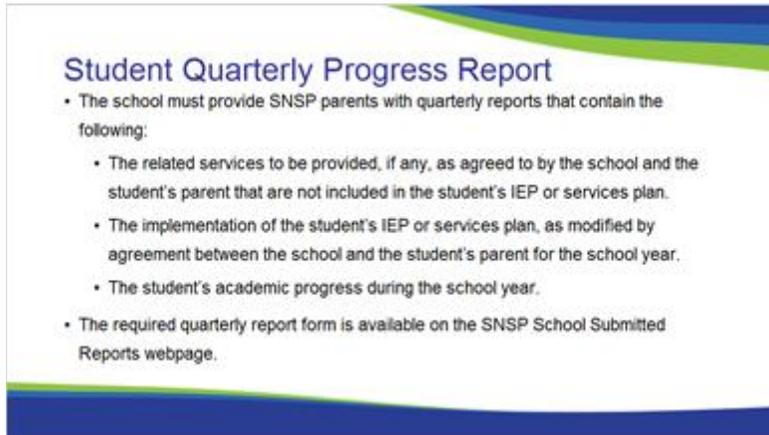


Notes:

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.

1-5.4 Student Quarterly Progress Report



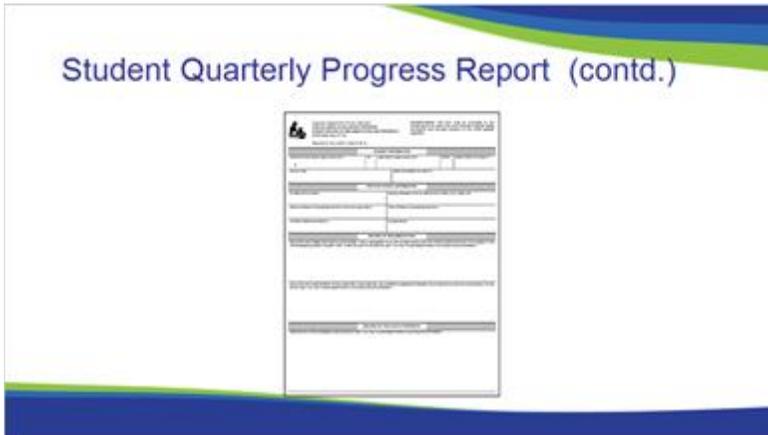
Notes:

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.

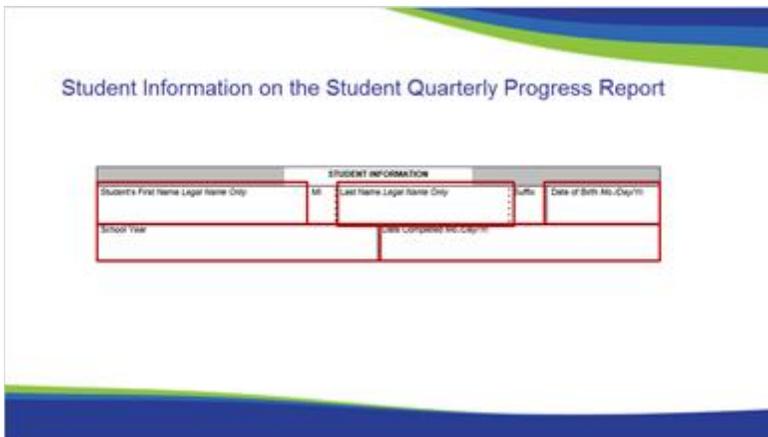
1-5.5 Student Quarterly Progress Report (contd.)



Notes:

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.

1-5.6 Student Information on the Student Quarterly Progress Report

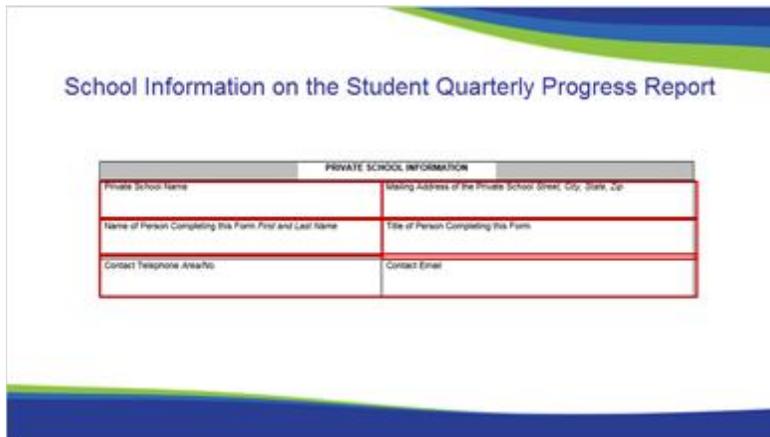


Notes:

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.

1-5.7 School Information on the Student Quarterly Progress Report



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/No.	Contact Email

Notes:

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.



1-5.8 Record of Implementation on Student Quarterly Progress 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 the school year. You may include attachments in providing this documentation.

Document the implementation of the IEP or service plan, as modified by agreement between the private school and the child's parent, for the school year. You may include attachments in providing this documentation.

Notes:

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.



1-5.9 Record of Progress on the Student Quarterly Progress Report

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.

Notes:

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.

1-5.10 Student Records– Resident School District

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.

Notes:

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



Notes:

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 3, then extension 6.