Wisconsin Department of Public Instruction **PROCEDURAL COMPLIANCE SELF-ASSESSMENT DISCIPLINE RECORD REVIEW CHECKLIST (NO SAMPLE)**

(Rev. 05-21)

**INSTRUCTIONS:** For Local Use Only. Provided for documentation purposes. Except for state schools, use by the LEA is optional. NOTE: When reviewing a record of a student who is an adult, substitute “adult student” for “parent” in all checklist items. *\*Examples for Evidence of Student-Level Corrective Action (last column), include called parent on [date], no new IEP team meeting, etc*.

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|  | GENERAL INFORMATION |  |
| **Student Name** *First and Last* | **Student WISEid** | **Reviewer’s Name** *First and Last* |

|  | | | | RECORD REVIEW CHECKLIST |  | |
| --- | --- | --- | --- | --- | --- | --- |
| Item No. | | Compliance Statement | Directions & Standards | | Required Student-Level Corrective Action | Required District-Wide Corrective Action |
| **DISC-1** | 🞏 Yes  🞏 No | The LEA properly counted each type of disciplinary removal in the same academic year that constitutes a disciplinary removal under IDEA.  34 CFR §300.530, 34 CFR §300.536  Comment: | ***Directions:***  Review the LEA’s policies, procedures, and practices concerning the tracking of disciplinary removals of students with disabilities.   * Mark “Y” if the LEA properly tracks disciplinary removals of students with disabilities. * Mark “N” if the LEA does not properly track disciplinary removals of students with disabilities.   ***Standards:***  Examples of disciplinary removals include, but are not limited to, expulsions, out-of-school suspensions, certain in-school suspensions, certain bus suspensions, and removals to interim educational settings for weapons or drug offenses or for inflicting serious bodily harm, and de facto suspensions.  In-school suspensions are disciplinary removals if:   * The student’s IEP was not implemented; or * The student did not participate with nondisabled peers to the extent required by the IEP; or * The student did not have the opportunity to appropriately progress in the general curriculum.   Bus suspensions are disciplinary removals if the student’s IEP includes transportation as a related service and the district did not provide for alternative transportation.  A de facto suspension occurs if the student is removed from school or class for not following school rules without following the procedures related to suspension. LEAs should have procedures to accurately track and count de facto suspensions. A student is considered removed during periods when: (1) the student’s IEP was not implemented; (2) the student did not participate with nondisabled peers to the extent required by the IEP; or (3) the student did not have the opportunity to appropriately progress in the general curriculum.  Partial day removals must be included when determining the number of days of removal for a student. For example, if a student was suspended for four periods of an eight period day, then it must be counted as a ½ day of removal.  Note: IDEA requires LEAs to count removals within the same academic year. If a student transfers within an academic year, the LEA must count removals that occurred in each school and LEA the student attended within the academic year. The LEA must demonstrate how such removals are counted. | | There is no student-level noncompliance for this item. | Selected by the ad hoc committee based on a root cause analysis. Choose the activity or create one that is most likely to improve internal systems of control and eliminate future non-compliance and implement it by January 15. |