

Reading Drives Achievement: Procedural Compliance Self-Assessment ([RDA:PCSA](#))



Prepare

Resolve all WISEdata errors related to reporting special education (reporting disability, educational environment) and enrollment.

After July 1

Appoint [ad hoc committee](#) including parent(s);

Ensure staff assigned to review records complete [RDA:PCSA Training and Certification eCourse](#).

Schedule a date and time to assess records and prepare materials for the review.



Assess

Sample

[Upload WISE IDs of student records](#) to the [RDA:PCSA application](#) in the DPI special education portal;

Reporting tool will generate the samples.

Evaluate

Ensure staff reviewing records have completed [RDA:PCSA Training and Certification eCourse](#);

Review records using the [Directions & Standards](#);

Record results in [application](#).

Review Results & Submit

Reconvene [ad hoc committee](#);

[Choose actions to ensure current compliance](#);

Enter LEA actions to ensure current compliance into [application](#);

Finalize and submit results by **November 15**.



Correct

Correct student-level errors as soon as identified.

Assure student-level corrections are completed using the [application](#) by **January 15**.

Implement district selected corrective actions to ensure current compliance.

Closely monitor student records created between **January 15 and April 15** to ensure LEA actions to ensure current compliance are resulting in compliant records.

DPI will use a sample of student records created between **January 15 and April 15** to verify current compliance on any item the district identified as noncompliant.

LEA will upload applicable list(s) of student names to pull current compliance sample into the [application](#) by **May 1**.



Close

Student-level errors corrected

Ensure student-level errors are corrected. DPI selects sample and examines records. If errors found, DPI provides technical assistance and requires correction until LEA is able to demonstrate 100% compliance.

Current compliance

Ensure current compliance. DPI selects sample from current records. If errors found, DPI provides technical assistance, requires correction, and requests additional samples until LEA demonstrates 100% current compliance.

Verification complete

By **November 1** of the following year, DPI verifies LEAs have corrected all student-level errors and have 100% current compliance.

DPI notifies LEA when the RDA:PCSA process is complete.