

# Raymondville ISD

# Mock Desk Review

Workshop # 317501

Date: April 30, 2024

Check in Code: desk review



# Introductions

Name and Title







# Purpose



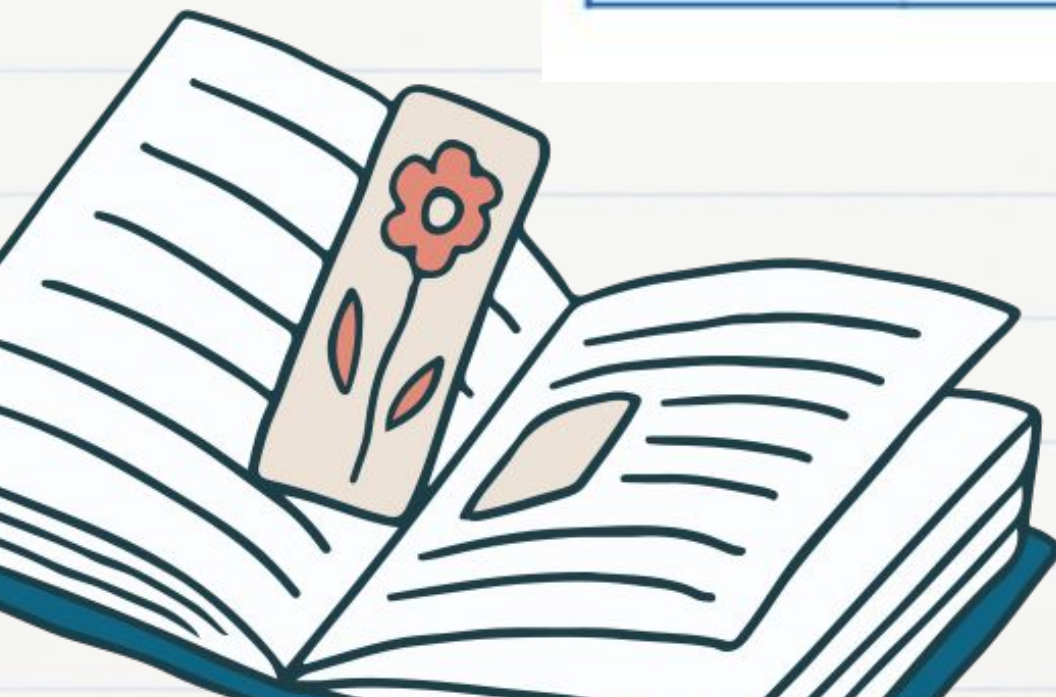
- to build capacity within the LEA to develop a process for review of student IEPs
- prepare for cyclical review
- assist the LEA to analyze the findings and create a plan to improve their special education program



# Cyclical Monitoring Schedule

## REGION 1

Cycle 5 Reviews 2023-2024			Cycle 6 Reviews 2024-2025		
<b>Group 1</b> (Oct.-Dec.)	108-909	PHARR-SAN JUAN-ALAMO ISD	<b>Group 1</b> (Oct.-Dec.)	031-903	HARLINGEN CISD
	214-902	SAN ISIDRO ISD		245-902	LYFORD CISD
<b>Group 2</b> (Jan.-Mar.)	031-913	SANTA MARIA ISD	<b>Group 2</b> (Jan.-Mar.)	253-901	ZAPATA COUNTY ISD
	031-916	SOUTH TEXAS ISD		108-809	EXCELLENCE IN LEADERSHIP ACADEMY
	108-916	VALLEY VIEW ISD		108-907	MERCEDES ISD
<b>Group 3</b> (Apr.-June)	108-905	HIDALGO ISD	<b>Group 3</b> (Apr.-June)	124-901	JIM HOGG COUNTY ISD
	031-911	RIO HONDO ISD		245-903	RAYMONDVILLE ISD
	031-505	UNIVERSITY OF TEXAS RIO GRANDE VALLEY		240-801	TRIUMPH PUBLIC HIGH SCHOOLS-LAREDO





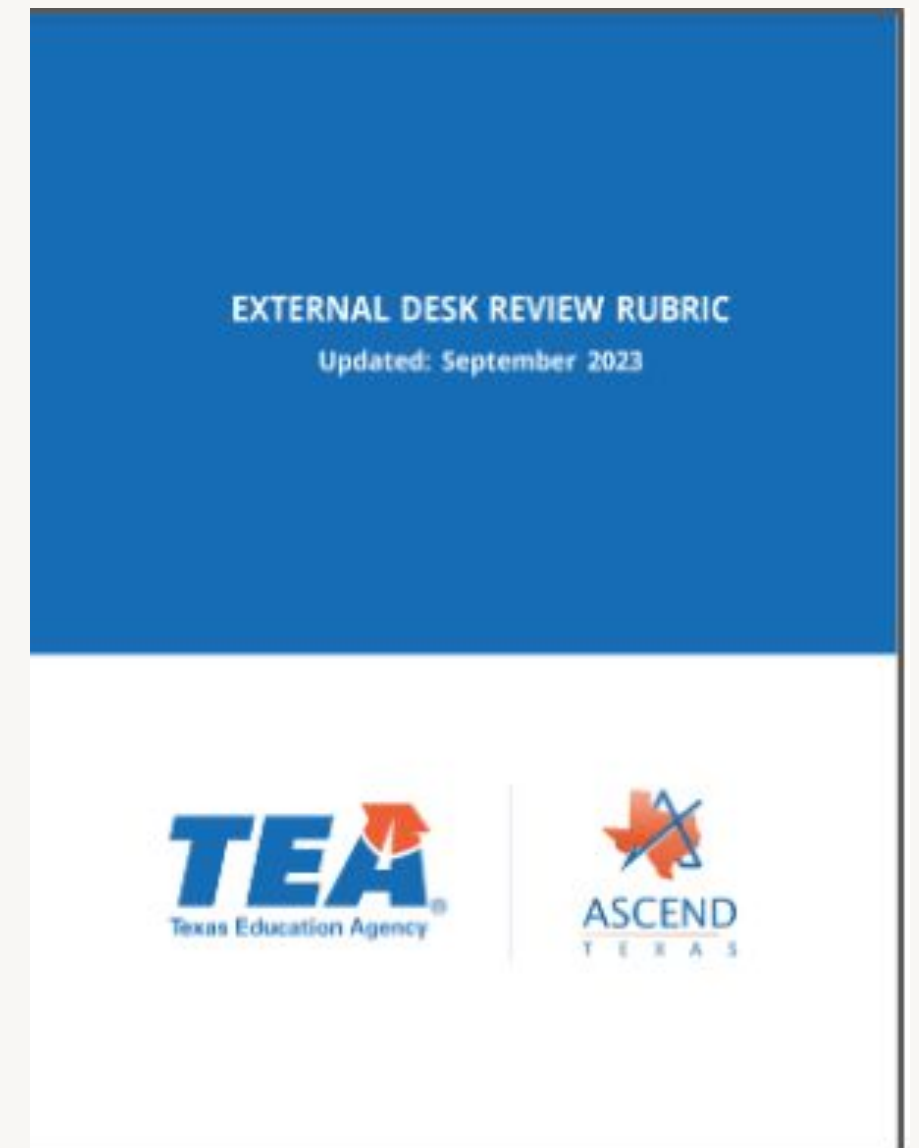
# Sample Size

Sample Size	
Population Size*	Sample Size
0	Not Applicable
1-9	Census
10-31	10
32-45	16
46-67	18
68-109	20
110-228	22
> or = 229	24



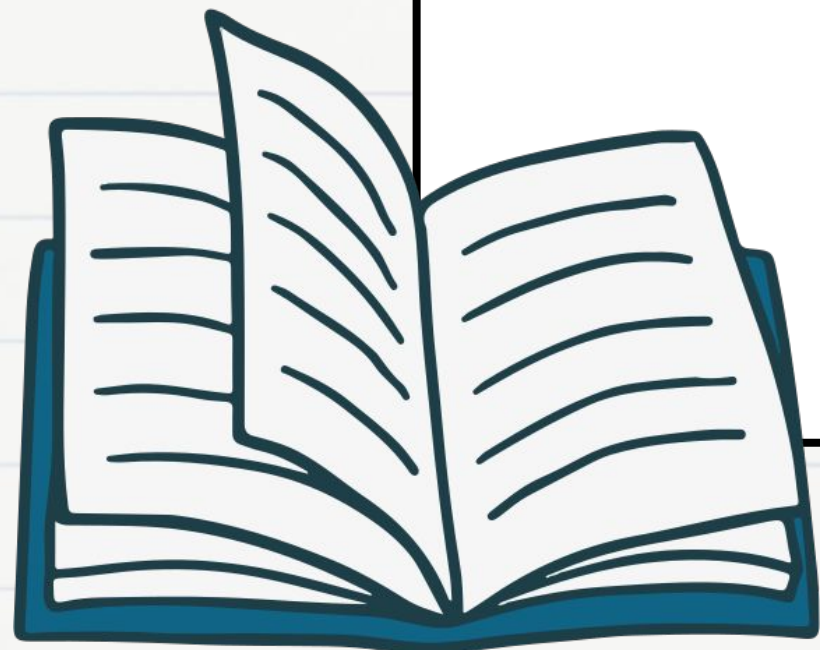
# Mock Desk Review Process

- Region One ESC staff will guide the team through the compliance questions found in the TEA Desk Review Rubric using a model folder.
- All participants stay on the same question.



# Desk Review Spreadsheet

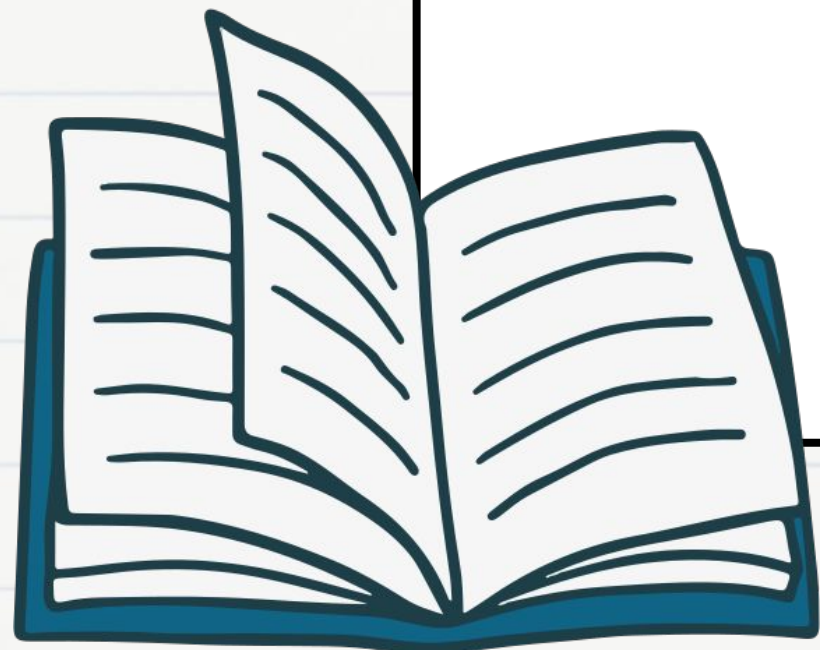
The LEA staff will review the folder for compliance and indicate potential compliance on the Desk Review Spreadsheet with a Yes, No or N/A and indicate a comment in the notes section when applicable.





# Desk Review Spreadsheet

Potential Compliance		Compliance Area	Item	Compliance Question	Notes
	1	Evaluation	SE1	Was a review of existing data (REED) completed as a part of an initial evaluation (if appropriate) or a reevaluation by the IEP team and other qualified professionals as appropriate?	
	2	Evaluation	SE2	Did the school provide Prior Written Notice (PWN) to the student's parent/guardian, containing all required elements, including: describing all evaluation procedures it proposed to conduct, an explanation of why the LEA proposes to take the action, and a description of each evaluation procedure, assessment, record, or report the LEA used as a basis for the proposed or refused action?	





# Accuracy of the Spreadsheet



Yes

- Pertains to the student
- Evident
- Compliant



No

- Pertains to the student & noncompliant
- Not found in the folder

(complete notes section)



N/A

- Does NOT pertain to the student



# Scenario:

For a student identified as emergent bilingual, did a professional member of the LPAC attend the ARD committee meeting?

**Yes**

- Pertains to the student
- Evident
- Compliant

**No**

- Pertains to the student & noncompliant
- Not found in the folder

(complete notes section)

**N/A**

- Does NOT pertain to the student





# Glow and Grow

Glow/grow will be documented on chart paper after every compliance area is reviewed.

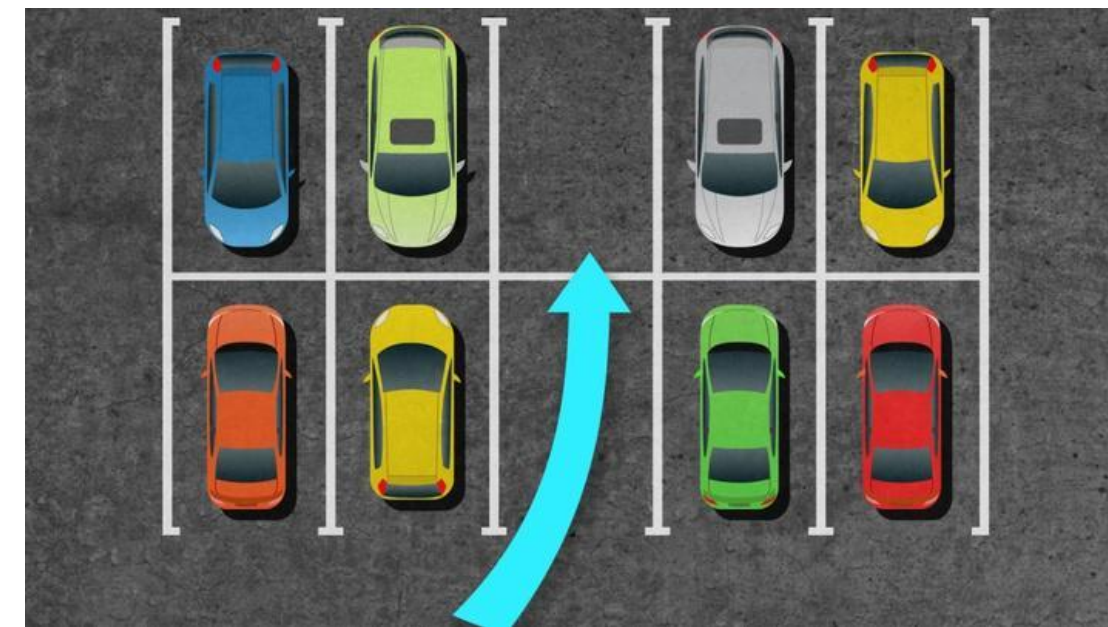
**BE PREPARED TO SHARE YOUR FINDINGS.**



1	Evaluation
2	IEP Implementation
3	Properly Constituted ARD
4	IEP Contents
5	IEP Development
6	Transition
7	State Assessment
8	Transition
9	Behavior

# Parking Lot

To ensure completion of the entire rubric, questions pertaining to items not on the rubric will be placed in the “parking lot.”





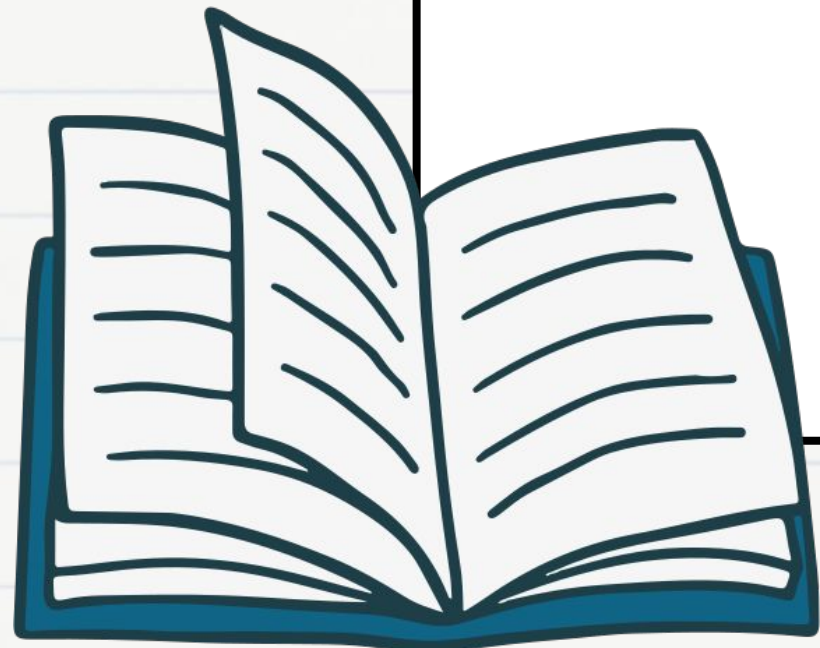
# Access the Spreadsheet

<https://shorturl.at/iru0Y>



Complete the Cover Page with your student's initials, the LEA staff name and ROESC staff name.

	Student Initials	LEA Staff Reviewing File	ROESC Staff Reviewing File
Student 1			
Student 2			
Student 3			
Student 4			
Student 5			
Student 6			
Student 7			
Student 8			
Student 9			

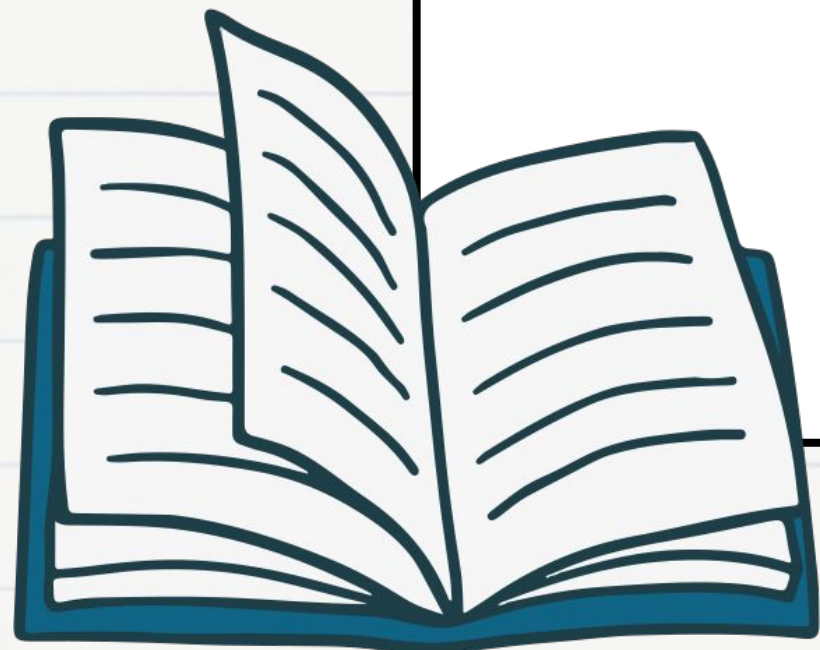




Find the sheet that has been assigned to you.

(DO NOT RENAME).

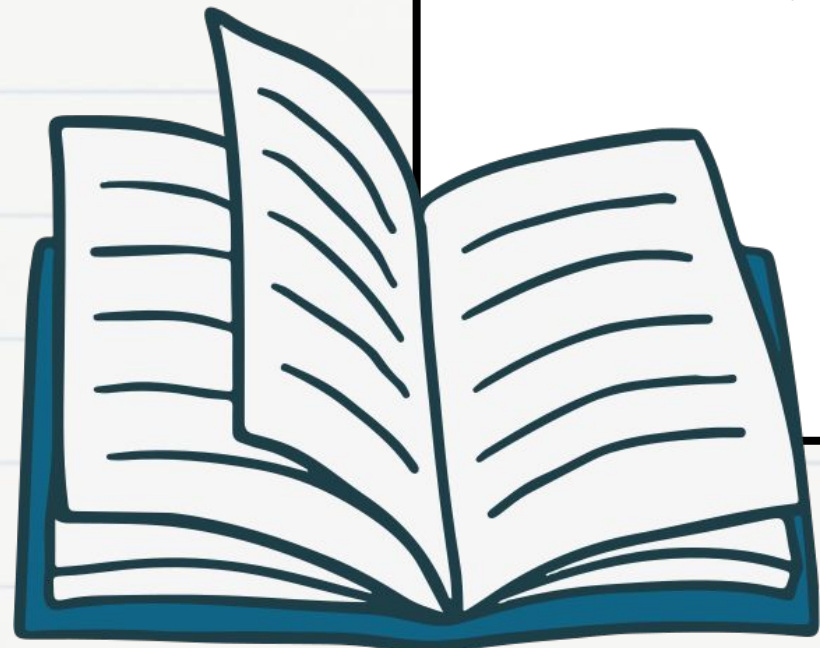
Be sure to stay on this sheet only.



# Roles and Responsibilities


LEA Staff- Locate applicable area in the student's IEP and indicate compliance on the spreadsheet.

ROESC Staff- Answer questions regarding compliance questions and verify completion of the spreadsheet.







# Norms



Stay on task  
and minimize  
distractions



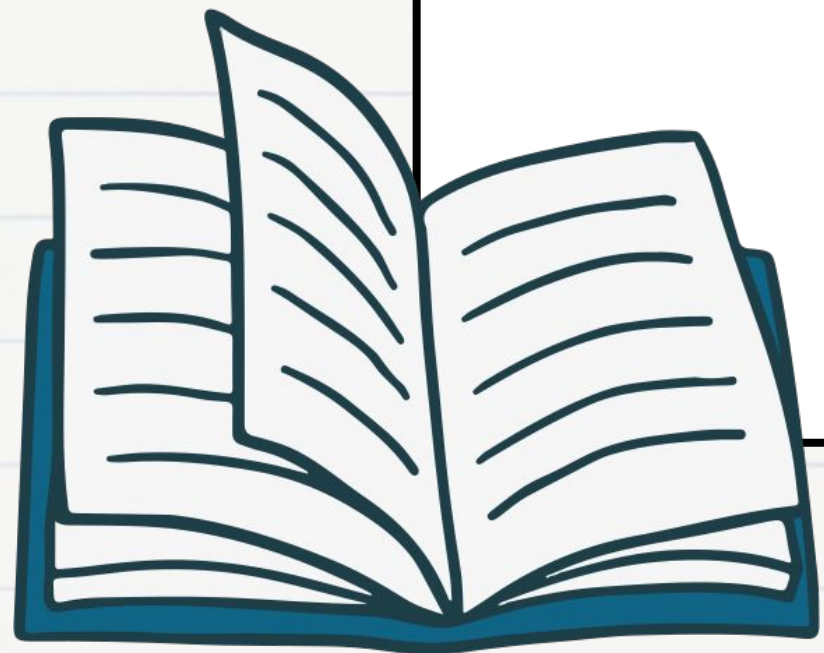
Be present  
during the  
duration of the  
review



Stick to  
compliance  
questions

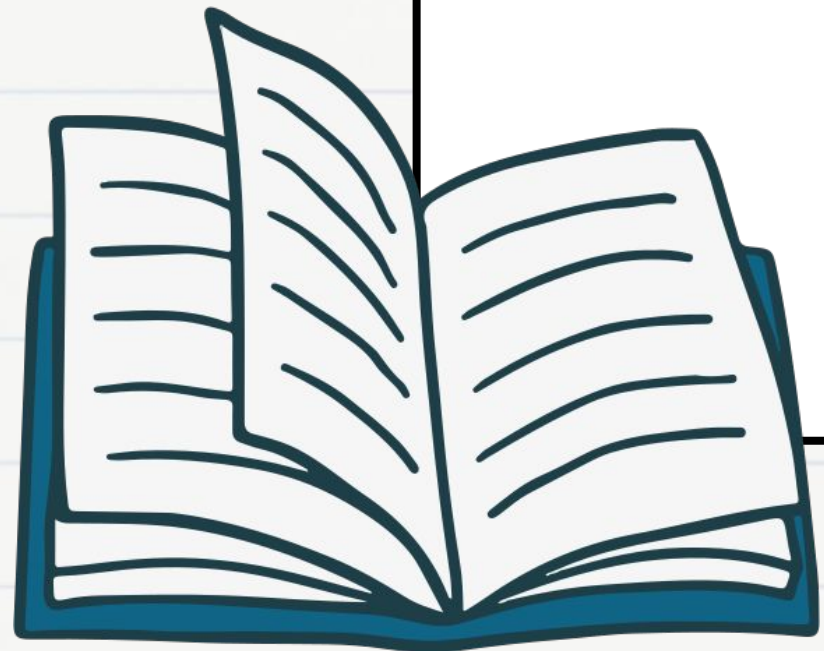


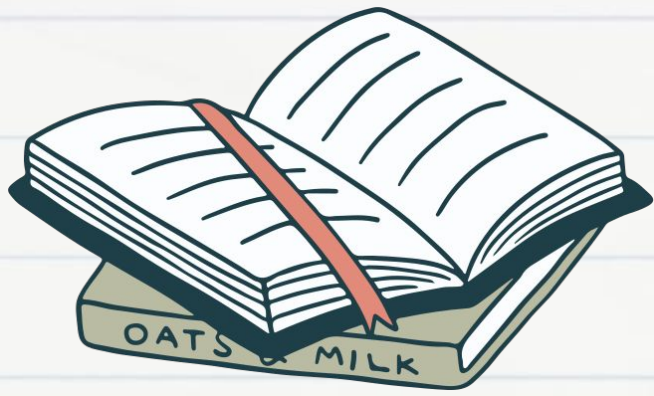
Let's Get Started





Time to Reflect





# Self-Identified NonCompliance



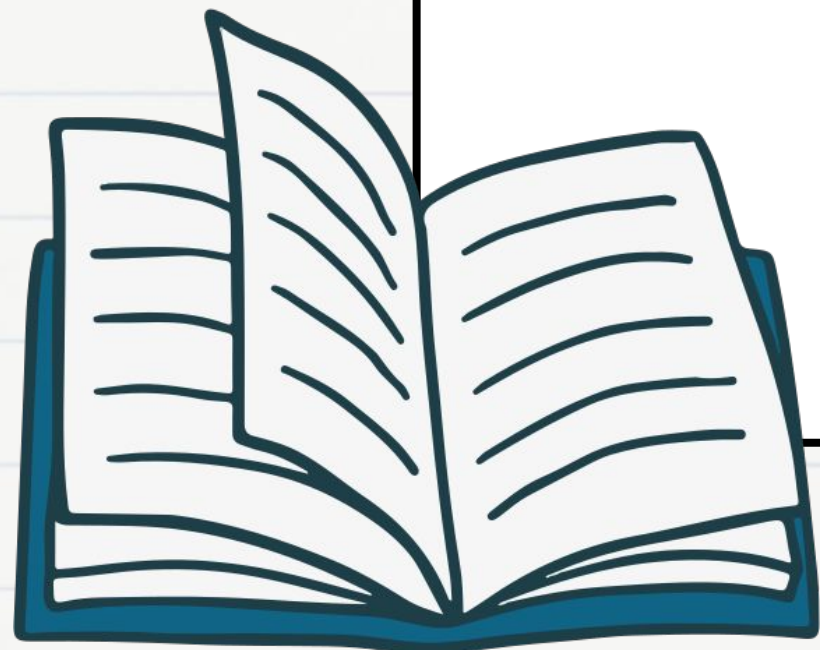
If noncompliance is found, it is recommended that your LEA make the necessary corrections and go to ARD to address the impact of FAPE and if compensatory services are warranted.

Compliance Question	Notes	Staff responsible for follow up	Completion Due Date	Corrected
Was a review of existing data (REED) completed as a part of an initial evaluation (if appropriate) or a reevaluation by the IEP team and other qualified professionals as appropriate?				

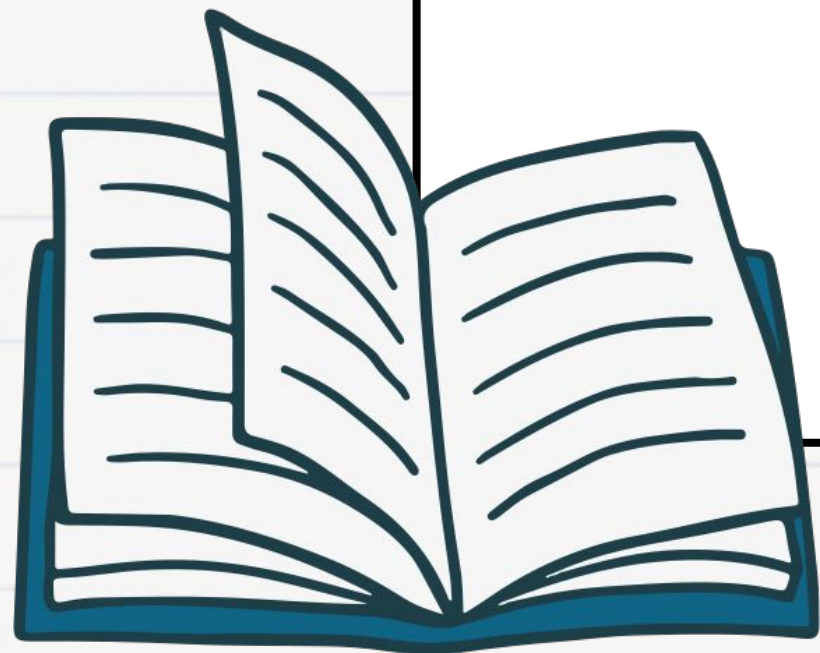


# Summary Report

Evaluation			
Diagnostic Domain	Item	Compliance Question	Desk Review
Implementation	SE1	Was a review of existing data (REED) completed as a part of an initial evaluation (if appropriate) or a reevaluation by the IEP team and other qualified professionals as appropriate?	100% (7 of 7)
Family Engagement	SE2	Did the school provide Prior Written Notice (PWN) to the student's parent/guardian, containing all required elements, including: describing all evaluation procedures it proposed to conduct, an explanation of why the LEA proposes to take the action, and a description of each evaluation procedure, assessment, record, or report the LEA used as a basis for the proposed or refused action?	0% (0 of 7)
Implementation	SE3	Was the evaluation based on information from a variety of sources (e.g., aptitude/achievement tests, parent input, teacher recommendations, as well as information about the student's physical, social/cultural, and adaptive behavior) to determine the student's educational needs?	43% (3 of 7)



Thank You





# Contact Information

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