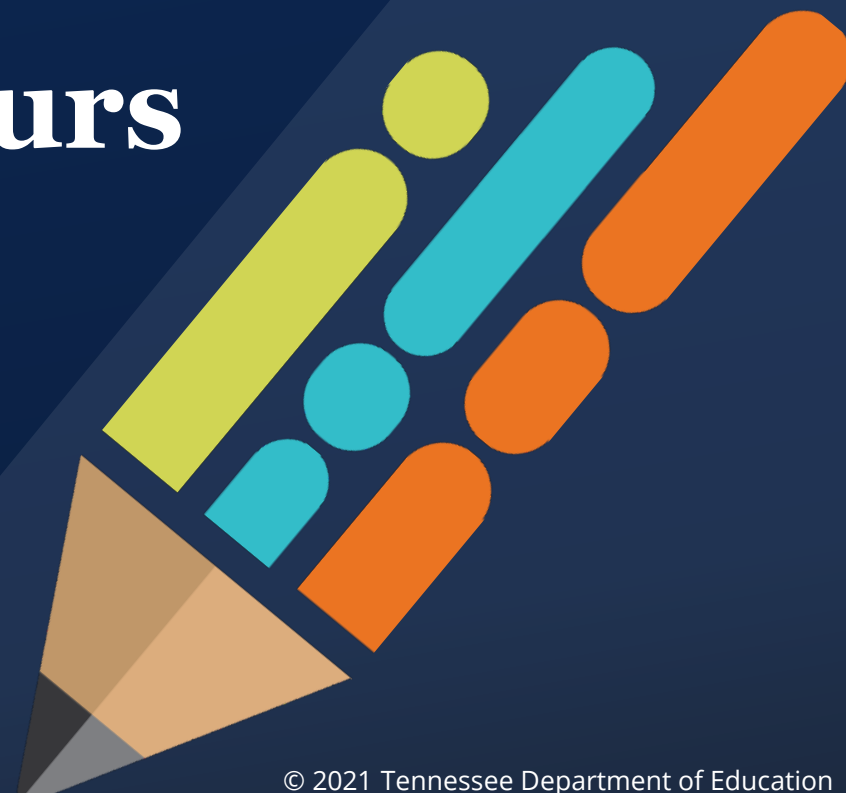


IEP Monitoring Office Hours

Division of Federal Programs and Oversight





Agenda:

- IEP Monitoring Files Based on Wave Assignment
- IEP Monitoring Wave Schedule
- IEP Monitoring Results Reports



IEP Monitoring



Wave	Possible Number of IEP Files
Wave 1	5-8
Wave 2	12, 15, 20, 35
Wave 3	10
Wave 4	8-10

IEP Monitoring



Wave	Cohort Release to LEAs	Cohort Due from LEAs
Wave 1	Sept. 9, 2024	Sept. 23, 2024
Wave 2	Oct. 14, 2024	Oct. 28, 2024
Wave 3	Jan. 13, 2025	Jan. 27, 2025
Wave 4	Mar. 3, 2025	Mar. 17, 2025

IEP Monitoring Results Report



IEP Monitoring Results Report

- Once the SEA Monitor and Administrator review is complete, the **IEP Monitoring Results Report** will be released.
- The LEA Administrator will receive notification from the SEA Administrator the day the report is released and will be able to access the report within the IEP monitoring system.



Accessing the Report



- Upon notification that the LEA IEP Monitoring Results Report has been released click on “COMPLIANCE MONITORING REPORT” to access the information.


Signature of Receipt

IEP Monitoring Results Report [SELECT PREVIOUS YEAR](#)

[Receipt and Signature](#) [Corrective Actions](#) [Documents](#)


Reports

Monitoring Year Monitoring Cycle Period Monitoring Protocol Standard

 Compliance Monitor Report

Confirm receipt of IEP Monitoring Results Report

Signatures [ADD SIGNATURE](#)

 All staff must sign below. Once all signatures have been collected, the signed-copy can be submitted to the TDOE.

[SUBMIT REPORT RECEIPT](#) [SAVE](#)

- When accessing the IEP Monitoring Results Report tab, the receipt and Signature screen will appear first. Click “ADD SIGNATURE” which will allow you to electronically sign for the report as received.

Signature of Receipt

Add Signature

Dir. of Special Education

CLEAR


CANCEL SAVE

- Sign using a mouse or touch screen and click "SAVE".

Signature of Receipt


Reports

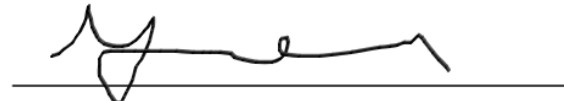
Monitoring Year [REDACTED] Monitoring Cycle Period [REDACTED] Monitoring Protocol Standard [REDACTED]

 Compliance Monitor Report

Confirm receipt of IEP Monitoring Results Report

Signatures

 All staff must sign below. Once all signatures have been collected, the signed-copy can be submitted to the TDOE.



Dir. of Special Education [REDACTED]

Date 08/03/2023

- Once signature is saved, check the confirm receipt box and click "SUBMIT REPORT RECEIPT".


Accessing the Report

IEP Monitoring Results Report

[Receipt and Signature](#) [Corrective Actions](#) [Documents](#)

Reports

Monitoring Year Monitoring Cycle Period Monitoring Protocol Standard

 Compliance Monitor Report

Confirm receipt of IEP Monitoring Results Report

- Once the receipt of signature has been confirmed, click “Compliance Monitor Report” to receive a copy of the report.

Signature of Receipt

FY24 (2023-24) Individualized Education Program (IEP) Monitoring Results Report

The IEP Monitoring Results Report process included multiple levels of review of randomly selected IEPs and related records. The list below includes items that were less than 100% compliant. The signature of receipt of this report must be completed before viewing and will be stored within TN PULSE.

Agendas and sign in sheets for required training and subsequent corrective actions must be completed and provided in TN PULSE by MM/DD/YYYY.

For assistance within the platform please see the **TN PULSE: IEP Monitoring Manual for Users and Administrators**. Please reach out to the following Tennessee Department of Education (department) staff members for additional assistance.

- **Ashley Colbert | East TN IDEA and Perkins Monitoring Specialist**
- **Stan Cook | Middle TN IDEA and Perkins Monitoring Specialist**
- **LaTrese Watson | West TN IDEA and Perkins Monitoring Specialist**
- **Laura Dunn | IDEA Compliance Manager**
- **Geneva Taylor | Senior Director of Compliance**

Item	Category	Action Steps	Required Documentation
I.1	Parental Consent for Initial Assessment 34 C.F.R. § 300.306(a) TN SBE Rule 0520-01-09-.04	Not correctable at the student level	Parental Consent for Initial Assessment
	State ID: 5318497	SEA Comment: A parent signature was not present on the provided document.	
I.10	Ruled Out Lack of: Reading, Math, or LEP as Determinant Factor for Disability Determination 34 C.F.R. § 300.306(b)(1) 34 C.F.R. § 300.308	Convene the evaluation/eligibility team and complete the missing components to correct the finding of non-compliance.	Signed/Completed Eligibility Form
	State ID: 5300366	SEA Comment: All required signatures were not present on the provided form.	

- Report is organized by item number.
- Due date for corrective actions will be calculated based on release of report (20 business days).