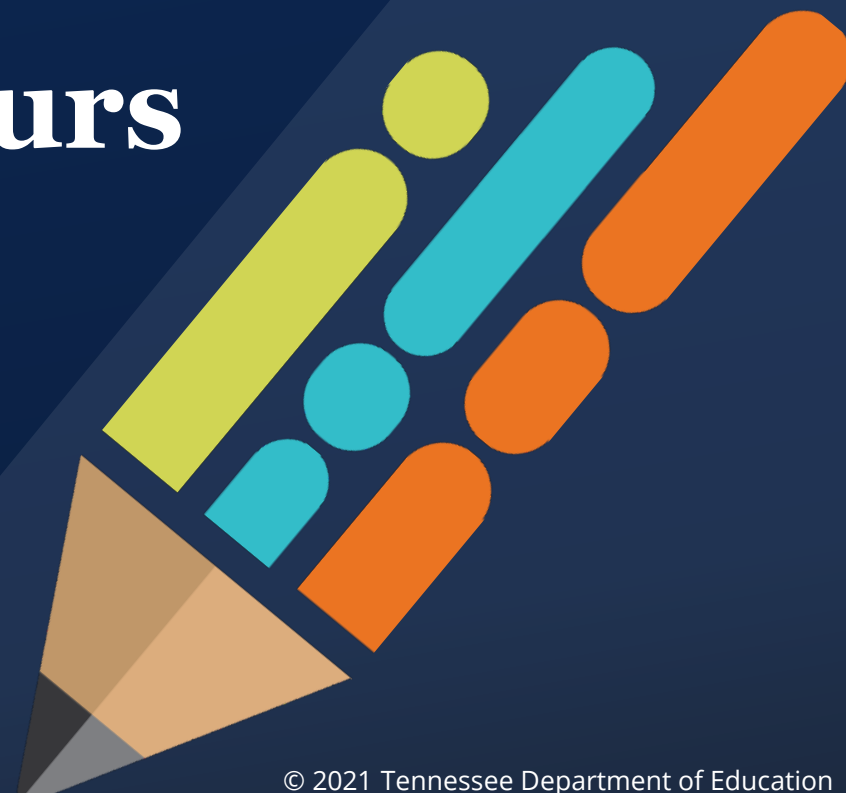


IEP Monitoring Office Hours

Division of Federal Programs and Oversight





Agenda:

- IEP Monitoring Files Based on Wave Assignment
- IEP Monitoring Wave Schedule
- Submitting the Cohort



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. 3, 2024	Sept. 17, 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

Submitting the Cohort

LEA Submission and Timeline

- During the *initial review phase* once the cohort is released, the LEA has ten (**10**) business days to complete the review files, upload documents, respond to all indicators, and submit to the SEA.
- Review and upload are based on current documents at the time of cohort release during the initial review phase.
- Extensions may be requested through the SEA Administrator via email to Laura.Dunn@tn.gov for either phase of the monitoring process.





LEA Submitting the Cohort

- The **LEA Administrator** must submit the cohort to the SEA as a group, individual students cannot be submitted.
- Once the cohort is submitted to the SEA for review, no changes can be made.



Submitting the Cohort

Monitoring Cohort ●

Monitor Cycle: [Redacted] - Period Monitor Protocol: Standard

Status	Student	State ID	Assigned Monitor	SEA Findings	LEA Findings	Submit	Return	Details
Director in Process	[Redacted]	[Redacted]	[Redacted]	▼ 0 / 37	3 / 37	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Director in Process	[Redacted]	[Redacted]	[Redacted]	▼ 0 / 39	0 / 39	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Director in Process	[Redacted]	[Redacted]	[Redacted]	▼ 0 / 39	0 / 39	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Total Findings				0 / 115	3 / 115			

REQUEST EXTENSION UPDATE MONITORS **SUBMIT**

- Status shows as “Director in Process”

Submitting the Cohort

Monitoring Cohort ●

Monitor Cycle: [Redacted] - Period
Monitor Protocol: Standard

Status	Student	State ID	Assigned Monitor	SEA Findings	LEA Findings	Submit	Return	Details
Director in Process	[Redacted]			▼ 0 / 37	3 / 37	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Director in Process	[Redacted]			▼ 0 / 39	0 / 39	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Director in Process	[Redacted]			▼ 0 / 39	0 / 39	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Total Findings				0 / 115	3 / 115			

REQUEST EXTENSION UPDATE MONITORS **SUBMIT**

- Submit boxes fill automatically as each student review is completed.

Submitting the Cohort

Monitoring Cohort ●

Monitor Cycle: [Redacted] - Period
Monitor Protocol: Standard

Status	Student	State ID	Assigned Monitor	SEA Findings	LEA Findings	Submit	Return	Details
Director in Process	[Redacted]			0 / 37	3 / 37	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Director in Process	[Redacted]			0 / 39	0 / 39	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Director in Process	[Redacted]			0 / 39	0 / 39	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Total Findings				0 / 115	3 / 115			

REQUEST EXTENSION UPDATE MONITORS **SUBMIT**


- Once "SUBMIT" in right corner is clicked, no changes can be made.

Submitting the Cohort

Submit LEA Review

The LEA Review has been completed for all students in your cohort. Confirming below will indicate your approval as the LEA IDEA Director and send the responses to the SEA Monitor.

Student	LEA Findings	SEA Findings	Errors
[REDACTED]	3 / 37	0	
[REDACTED]	0 / 39	0	
[REDACTED]	0 / 39	0	

 Students with issues will not be submitted or prevent submission. Please review the student record.

SUBMIT

- A confirmation box appears.
 - If any errors are shown, the cohort will not submit, and the record must be reviewed.
 - If no errors are showing, click “SUBMIT”.

Submitting the Cohort

Monitoring Cohort ●

Monitor Cycle
[Redacted] - Period

Status

Submitted to SEA

Submitted to SEA

Submitted to SEA

- Once the cohort is submitted the status will change from “Director in Process” to **“Submitted to SEA”**.