

Tier 1 Monitoring (Self-Monitoring)

LEA Self Review

- 20 school days
- LEA reviews student folders
- LEA submits General Program Checklist & Teacher Info
- LEA teachers complete surveys

DESE Verification Engagement

- DESE work begins
- DESE-OSE reviews all data submitted from the self review within 90 calendar days
- DESE asks LEA for any clarification and updated new data and student level corrections (Tiers 2 & 3 see pages 8-9)
- LEA sends updated information to DESE-OSE as evidence of any corrections made within this window.
- DESE may go onsite if necessary

Letter of Finding

- Sent within 90 days of DESE completing verification engagement
- Outlines any findings and corrective actions that did not occur during the DESE verification.
- If a district has a finding, letter includes CAP
- If the district does not have a finding, letter is also the "close out" letter

Tier 4 Monitoring (DESE Onsite review)

LEA Reporting

- LEA submits General Program Checklist & Teacher Info
- LEA teachers complete surveys

DESE Onsite Engagement

- 1-5 days (LEA size determines length)
- Student folder reviews
- Classroom observations

DESE Verification Engagement

- 60 days beginning the day after DESE Onsite
- DESE-OSE reviews all data submitted
- DESE asks LEA for any clarification & additional information
- Includes additional onsite visits when required

Letter of Finding

- Sent within 30 days of DESE completing verification engagement
- Outlines any findings and corrective actions
- If a district has a finding, letter includes CAP
- If the district does not have a finding, letter is also the "close out" letter