

SPECIAL EDUCATION STUDENT OVERSIGHT AGREEMENT

The sending school unit and Wells-Ogunquit Community School District hereby agree to the terms set forth below for monitoring students from a sending school unit who are attending the Wells-Ogunquit Community School District as tuition students and who have been identified as in need of special education or in need of referral to special education.

I. General Oversight for All Students

Each student from the sending school unit will have a report form (Progress Report Form) and grades sent from the Wells-Ogunquit Community School District twice a year to monitor the student's progress and to keep an accurate account on transfers and dropouts. The sending school unit shall designate a person to receive those reports.

The sending school unit shall be responsible for contacting each school guidance department to acquaint them with the Progress Report Form and to instruct them on its use.

In addition, if there is a problem with the student that requires administrative intervention beyond the level of the student's teacher, the Progress Report Form will be filled out by the designated person documenting the problem. That form will be immediately forwarded to the designated individual at the sending school unit. Wells-Ogunquit C.S.D. shall also place a phone call to the designated person from the sending school unit to ensure that the sending unit is aware of the issue.

Any action taken by the sending unit shall be documented on the Progress Report Form.

II. Oversight of Students Referred to Pupil Evaluation Team (PET) for Evaluation

1. a. When a student is referred to a PET or for evaluation, the Wells-Ogunquit C.S.D. Director of Special Services will notify the Director of Special Services from the sending school unit (or other designated official) by means of the Progress Report Form within five (5) days of the referral.
- b. The sending school unit will enter the referral into the log to monitor timelines and procedures.
2. a. The sending school unit shall place the PET meeting at a mutually convenient time for all parties and notify the Wells-Ogunquit C.S.D. and the parents as described in S.E. Reg. Sec. 8.5.
- b. Parents will be informed by the sending school unit of their procedural safeguards in accordance with Maine Special Education Regulations and will receive notification of meetings scheduled to discuss their child's school program. Any questions regarding the special education process should be directed to the Director of Special Services in the sending school unit (or other designated official).
- c. The Special Services Director from the sending school unit (or other designated official) will chair the PET meetings held to review evaluations, and to make determinations on identification, programming, and placement.

III. Oversight of Students Identified as in Need of Special Services

1. a. For those students enrolled in special education, their progress will be reviewed at annual PET meetings, through the general oversight arrangements noted above, and through PET meetings. Either the sending school unit or the Wells-Ogunquit C.S.D. may initiate a PET meeting, although the sending school unit shall initiate the annual PET to review and revise the IEP. Whichever school unit initiates the PET meeting shall be responsible for scheduling the meeting at a mutually convenient time and for ensuring that notification requirements are met.
- b. Parents will be informed of their procedural safeguards in accordance with Maine Special Education Regulations and will receive notification of meetings scheduled to discuss their child's school program. Questions regarding the student's progress or level of need that are raised with the Wells-Ogunquit C.S.D. should also be relayed to the Special Services Director of the sending school unit (or other designated official).
- c. Every three (3) years, or more often if determined necessary by the sending school unit or the student's PET, the student will be re-evaluated as specified in the Special Education Regulations at the sending school unit's expense. The process of notification will be initiated by the sending school unit.

IV: Program and/or Related Services Costs

Should it be determined by a Pupil Evaluation Team that a tuition student requires a special education program and/or related services beyond that which is provided by existing programs, the financial responsibility for the provision of said program or services lies with the student's district of residence.

Date: _____

Sending School Unit

Wells-Ogunquit C.S.D.

By: _____

By: _____

Progress Report Form

Date: _____ School: _____

Student's Name: _____ Town Responsible for student: _____

Address: _____ Sent to Attention of: _____

Fill out Relevant Portion

A. January Progress _____ June Progress _____

_____ No concerns at this point

_____ The following concerns (academic/special) exist:

Please attach a copy of this semester's rank card.

B. Concerns with the student:

_____ Transferred to another school. Date: _____

_____ Moved to another town. Date: _____

_____ Has been absent for more than ten (10) school days –
Dates of absences: _____

_____ Has been removed for disciplinary reasons. Date: _____

_____ Referred to Student Assistant Team

_____ Has been referred by staff or parent for consideration as a possible
special needs student

_____ Other

Summary of action to be taken in response to concerns:

Adopted by the Wells-Ogunquit C.S.D. School Committee: 02/11/86
Revised by the Wells-Ogunquit C.S.D. School Committee: 01/03/01
Revised by the Wells-Ogunquit C.S.D. School Committee: 04/04/01