



Helpful Tips for LEAs to Proactively Monitor Student Progress and Special Education Compliance at Nonpublic Schools

General Best Practices

OSSE expects that local education agencies (LEAs) and nonpublic schools maintain ongoing communication and collaboration to ensure students' individualized education programs (IEPs) are properly implemented and services and supports are in place so that students can actively learn.

The following are best practices for LEAs to consider when monitoring student progress and compliance at a nonpublic school:

- Reach out to your nonpublic school at the beginning of the school year:
 - Identify your **nonpublic school point of contact** and **nonpublic school director of education** (see *Nonpublic School Resource Sheet- Roles and Responsibilities* for the description of each representative).
 - Ensure that nonpublic school staff have access to OSSE's Special Education Data System (SEDS).
 - Ensure that nonpublic school staff are aware of OSSE trainings specific for nonpublic schools.
 - Review DC Municipal Regulations, Chapter [2800](#) along with the [NP Toolkit](#).
- Consider developing a written agreement that makes it clear who is responsible for which activities and their associated timelines:
 - Establish who (LEA or nonpublic school) will be responsible for sending out IEP meeting invitations.
 - Discuss timelines for logging services in SEDS (e.g., daily, weekly, monthly).
 - Decide who (LEA or NP) will be responsible for creating and finalizing IEPs, re-evaluations, transition plan goals and objectives, and IEP progress reports in SEDS.
- Work with the nonpublic school to schedule IEP and re-evaluation meetings as early as possible for your students.
- Check that the school has all necessary service providers to meet students' related service and transition service needs.
- Set monthly calendar reminders to run related services management reports (RSMRs) in SEDS to ensure related services are being delivered per students' IEPs.
- Ensure that students take the appropriate statewide assessments and support nonpublic schools with all test preparation activities including test registration and test administration support.

Incident Reports

Did you know...

- You should receive incident reports from the nonpublic school within one (1) business day of any restraint or seclusion incident involving your student(s)?
- Incident reports should be uploaded to SEDS within 24 hours of the incident?
- IEP meetings to discuss the need for a functional behavior assessment (FBA)/ behavior intervention plan (BIP) or revision of a current BIP need to occur after every incident of restraint or seclusion?
- Incident reports **must** contain the required elements under [5 DCMR §A-2808.2](#) along with demonstrating compliance with [5 DCMR §§A-2816, 2817, 2818, 2819](#) and [2820.3-2820.5](#)?

Helpful Practices:

- Ensure parents/LEAs receive incident reports within 24 hours of the incident, and review all incident reports to determine whether the restraint and/or seclusion were used in an emergency situation, etc.
- Talk to the nonpublic school and ask about incident reports and establish the easiest way to receive the reports.





Helpful Tips for LEAs to Proactively Monitor of Student Progress and Special Education Compliance at Nonpublic Schools

Attendance and Truancy

Did you know...

- You should receive truancy notifications within two (2) school days after five (5) unexcused absences in one (1) marking period, or ten (10) unexcused absences within the school year?
 - Copies of notifications should be uploaded to SEDS.

Helpful Practices:

- Establish who (LEA or NP) will take the lead in creating an attendance improvement plan ([5 DCMR §A-2103](#)).
- Review all relevant attendance regulations in [Chapters 2100](#) and [2800](#) with the nonpublic school.

Helpful Resources

- [OSSE Approved Nonpublic Schools and Programs List](#) – Listing of nonpublic schools with a Certificate of Approval (COA).
- [COA Regulations](#) – District of Columbia Municipal Regulations that pertain to schools with a COA.
- [NP Tool Kit](#) – An OSSE guide to assist LEAs and nonpublic schools in addressing the needs of students enrolled in nonpublic schools or transitioning to a less restrictive environment from a nonpublic school.
- [Monitoring Manual](#) – Guidance document to provide information on OSSE's State Monitoring and Compliance System for both LEA monitoring as well as nonpublic school monitoring.
- [OSSE Policies](#) – Policies developed by OSSE for District of Columbia schools and COA nonpublic schools.
- [SEDS Resource Site](#) – Website dedicated to topics related to SEDS, including: information regarding trainings, links to past trainings and user guides.

OSSE Nonpublic Monitoring Unit Contact Information

Schools should contact OSSE Nonpublic Monitoring Unit with questions pertaining to: preparing for monitoring, completing annual assurance documents, correction of noncompliance, COA regulations, challenges to demonstrating compliant practice per the COA regulations, COA applications, or other technical assistance needs.

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