

September 21, 2018

FROM THE DIRECTOR

INDIANA OFFICE OF SPECIAL EDUCATION UPDATES

Dear Colleagues,

When I announced to my previous staff that I would be taking the State Director’s job at IDOE, I made a statement that I would be going on a new journey. Shortly thereafter, a good friend and colleague gave me a card with a necklace. The necklace was titled “*Life is a Journey.*” It is a tiny circle with N E S W engraved on it.

I wear that necklace often, if not daily, as it reminds me of the journey we are all on in our daily lives. It holds several meanings to me as a director, educator, parent, and friend.

As a director, it means that I will be traveling in several directions throughout the state visiting our great schools and seeing wonderful things happening in our schools. It also means that education goes in several directions and we as educators must always stay the course and keep what’s best for students in the fore front. In my travels so far this school year, I have been fortunate to travel north, as I recently had the opportunity to visit a school in Gary and see the good changes that are happening there! I’ve recently been invited to visit Fort Wayne schools so I look forward to that visit as well.

As a parent, this year has brought a new journey to our home. Both of our children are in college. Not attending high school events, parent teacher conferences, and athletic events will be an adjustment for this mom!

As a friend, many of my dear friends are on personal journeys with changes in their households; empty nesters, facing health concerns, and losses of loved ones. I support them through hugs and prayers.

Each of us have our own journey that we experience daily either in our work or home. As this school year gets fully underway, remember the journey our students, families and colleagues are on as we greet them every morning!

I look forward to expanding my visits to the south, east, and west!

Best!

Dr. Nancy J. Holsapple



Dr. Nancy Holsapple

Director of the Office of Special Education, IDOE

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OSE Vision Statement

Every student, including those with disabilities, is held to high expectations and has equitable access to educational opportunities that enrich lives and prepare students for future success.

FROM THE DIRECTOR**NEW PRESCHOOL GUIDANCE****First Steps to Special Education Preschool Services**

First Steps Systems Point of Entry (SPOE) sends a monthly list to the local educating agency including names of children that are 30-months of age receiving First Steps services. In the past, schools were instructed to consider that date as the “referral date”. After discussion between the First Steps Director and the OSE Education Specialist, new guidance has been created.

General Guidance

- Use the 30 month list as a checklist for child find purposes.
- When information is received from First Steps for the Transition Conference, contact the parent or the First Steps Service Coordinator to obtain the child’s legal name and a copy or picture of the child’s birth certificate, social security card, or similar legal document that serves as proof of identity.
 - At the transition conference, explain possible services provided by the school. Schools can obtain a signature on the consent for evaluation (agreeing or declining). Parents should be instructed that they can change the decision at any time.
 - ⇒ If a parent declines, inform them that if they decide to obtain an evaluation at a later time, the 50 day timeline would apply. Schools should make a good faith effort to complete the evaluation, hold the case conference, and initiate services as close as possible to the child’s third birthday.
 - ⇒ If a parent signs for consent, but later decides to decline the evaluation, a revocation of evaluation would need to be produced and uploaded to IIEP.
- The referral date for the DOE-EV report would be the date the request to attend the transition meeting was received.
- Compare 30-month checklist to transition conferences held/evaluations completed and share with First Steps SPOE the list of names of those children in which a transition conference was not held, or an evaluation not completed.

Case Conference and Provision of Services

- Conduct the case conference and initiate services before the child’s third birthday.
 - **Best Practice—initiate services at least a week before the child’s third birthday.**
 - ⇒ If the date of service began after the child’s third birthday, document in the IIEP system the reason for being out of compliance.
- Coding if Case Conference and/or Service Initiation Date is after the child’s third birthday:
 - ⇒ If the date is after the child’s third birthday, use the appropriate “timeline missed” allowable code.
 - ⇒ Code 0 is only used when **both** the case conference date and service begin date is on or before the child’s third birthday.
 - ⇒ Code 99 is only used under extenuating circumstances.



FROM THE DIRECTOR



What's the Buzz???

Q and A from the OSE

The Office of Special Education (OSE) is frequently asked questions about a variety of special education topics. We assume that if one person has a question, probably many more have the same one. As always, keep those questions coming! **This week's Q & A focuses on students determined to be at an unknown location.**

Q:

We are starting our seventh week of the 2018-2019 school year and have two students who are eligible for special education whose whereabouts are unknown and have not attended a single day. Can our school district withdraw or remove students after they are absent for a certain period of days? We are concerned about the impact this ongoing absence will have on our graduation rates. Any guidance on this would be appreciated!

A:

Your question is timely, as there is a formal process to remove students who are not attending and who are determined to be at an unknown location, but this process **must be started by October 1!**

In April, IDOE issued a memorandum [Graduation Rates for Students Determined to be at an Unknown Location \(IC 20-26-13-11\)](#). Under IC 2—26-13-11, a school may provide documentation that a student's location is unknown to determine the school's graduation rate—but only if it follows a two-step process detailed in the memo for: 1) determining the student's current location; and 2) removing the student from your cohort under Mobility Code 26 (DOE-RT/DIE –EM) if the student's location cannot be determined.

The first step of this process involves sending a letter of concern to the student's last known address by U.S. certified mail, with Return Receipt Requested. **The letter of concern required by step 1 must be sent by October 1 of the school year in which the student's location is unknown** in order to proceed to step 2 and ultimately remove the student.

- ⇒ For all students: If step one results in the identification of the student's current location, step two should not be initiated.
- ⇒ Additional note for students with an IEP: If the student's location is identified in step one as remaining within your corporation's boundaries of legal settlement, you should take immediate steps to ensure the student's participation in school in order to provide a free appropriate public education (FAPE).

If you still have questions about this process after reviewing the [memo](#), please contact Catherine Danyluk at (317)232-9150, or email cdanyluk@doe.in.gov.

FROM THE DIRECTOR

Assessment Update

All Staff Test Security & Integrity Training

FYI - CTCs and/or STCs are required to provide Test Security training to all school staff and ensure all school staff sign the 2018-2019 Indiana Testing Security and Integrity Agreement by September 30.

ILEARN

Biology ECA Participation Guidance

Attached is the [ILEARN Biology End-of-Course Assessment: Participation Guidance](#), effective beginning with the 2018-2019 school year.

Get the Scoop! Recordings and PowerPoints Now Available

Access all of the Get the Scoop! Back-to-School trainings now on our [ILEARN For Educators website](#).

Spring 2019 ILEARN Scoring Opportunity

Please distribute this [flyer](#) to classroom teachers and instructional coaches in your corporation or school who may be interested in scoring open-ended items that appear on this spring's ILEARN assessments. The flyer outlines position requirements, time commitment, compensation, and directions for signing up to receive additional updates. Educators may contact AIR's Help Desk (airindianahelpdesk@air.org) with any questions.

Required Test Administrator (TA) Certification Course

School personnel planning to administer the ILEARN and/or IREAD-3 assessments this year must first complete the required Test Administrator Certification Course. This online training is approximately 30 minutes in length and will be posted to the [Indiana Assessment Portal](#) beginning October 1. Educators may complete the training any time up until the scheduled assessment window for which they will serve as a Test Administrator (TA).

I AM:

I AM Biology ECA Participation Guidance

Attached is the [I AM Biology End-of-Course Assessment: Participation Guidance](#) beginning with the 2018-2019 school year.

Additional Note Regarding I AM Biology:

High School students who have been taught the Biology Content Connectors must participate in this assessment at the end of the school year, **regardless of their enrolled grade.**

Register Now for I AM Webinars

Statewide assessment is changing in Indiana! Get the scoop on what is new with I AM by attending one of the overview trainings highlighted in [I AM Webinar flyer](#). IDOE will provide additional content-specific training opportunities for I AM in September.



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FROM THE DIRECTOR

ASSESSMENT / NEWS YOU CAN USE

Assessment Update (continued from page 4)

ISTEP+ Grade 10

Summer: Parent Portal Claim Codes Now Available

Parent Portal claim codes are now available from PearsonAccess^{next}. The rescore window is open from September 20 to October 3. **Note: There will be no extension of the rescore window.** If you have any questions about Parent Portal claim codes, please contact your Corporation Test Coordinator.

WIDA

2018-2019 Training Tutorials Now Available

The 2018-2019 ACCESS for ELLs training tutorials are now available in the [WIDA Secure Portal](#) behind the Paper-Based Grades 1-12 and Online Grades 1-12 tiles.

Supplemental Training and Infographic for Speaking Domain (ACCESS for ELLs Paper)

The Supplemental Training for the Speaking test has been updated for the 2018-2019 administration. WIDA created the [Speaking Test at a Glance infographic](#) that provides guidance for test administrators who are planning to administer the ACCESS for ELLs Paper Speaking Test.

Office of Special Education Compassion Fatigue Short Share

In this [video](#), introduced by Jeff Wittman of the IDOE, Dr. Sandy Washburn from the Center for Education and Life-long Learning at Indiana University shares information for educators on compassion fatigue and self care. Understanding compassion fatigue, its impact and prevention, is vital to teacher health and well-being. When teachers are at their best, they can best support student learning and success. For more Short Share videos on various topics, visit [our website](#).

List of Approved Dyslexia Universal Screeners

Senate Enrolled Act 217 requires schools to universally screen all kindergarten, first, and second grade students annually to identify and predict students who may be “at some risk” or “at risk” for dyslexia. The law requires the Indiana Department of Education (IDOE) release a list of approved universal screeners. The list of approved screeners, additional information for each level of screeners, a free screener, a screener planning checklist, and a screener decision flowchart can be found on the [IDOE dyslexia page](#).



FROM THE DIRECTOR

Indiana Resource Network News

*IRN Spotlight:
IEPRC*

Indiana IEP Resource Center

Purpose Statement:

The purpose of the [Indiana Individualized Education Program Resource Center](#) (IEPRC) is to increase knowledge, skills, and capacity of Indiana educators to improve outcomes for students with disabilities. The IEPRC promotes inclusive education with a belief in shared responsibility and equitable access to a strong core curriculum with high quality instruction benefitting all students.

Project Description:

The IEPRC delivers technical assistance and professional learning opportunities to LEAs. This includes developing resources and materials, training and coaching individuals and teams, facilitating statewide and regional collaborative networks, advancing the use of statewide technology during the IEP process, and delivering intensive services and support to districts as assigned by the IDOE.

Indiana State University, Blumberg Center
Jolly Piersall, Project Director
317.757.8297 | info@indianaieprc.org



[Other IRN News](#)

Interpreting Agencies List

The Center for Deaf and Hard of Hearing Education provides a [list of interpreting agencies](#). Please reach out to [Sarah Kiefer](#) for more information regarding best practices regarding educational interpreters and interpreting agencies based on your location.

The Indiana Information Network: Supporting Families and Individuals with ASD

The [Indiana Information Network](#) is a collaborative system of resources for individuals, families, and communities affected by autism spectrum disorder (ASD). The INformation Network is driven by the shared community responsibility of supporting and caring for those with ASD, as well as their families, as represented in the [Indiana Comprehensive State Plan](#) for Individuals with ASD. The materials and information presented by the INformation Network are the result of combined efforts by representatives and workgroups affiliated with the Indiana Interagency Autism Coordinating Council (IIACC), a statewide coalition of stakeholders across the ASD community focused on addressing the gaps in services available for individuals, families, and other consumers. Currently, [HANDS in Autism®](#) facilitates and coordinates the IIACC as well as manages the data obtained from statewide needs assessments, evolution and development of the Plan, and progress related to status of services reflected within the Comprehensive State Plan.

FROM THE DIRECTOR

Upcoming Dates & Deadlines

- Yearlong.....[Statewide and Virtual Trainings](#) (PATINS)
- Sept. 24.....Collaborative Regional Transition Training @ JASPER (INSTRC)
- Sept. 26.....Indiana IEP Walkthrough @ Merrillville (IEPRC)
- Sept. 26-27.....[Fundamentals of Structured TEACCHing](#) (IRCA)
- Sept. 30.....**FY 2017 Part B Grant Window Closes**
- Oct. 1.....Addressing the Needs of All Students Using MTSS @ Indianapolis (IEPRC)
- Oct. 2.....Addressing the Needs of All Students Using MTSS @ Merrillville (IEPRC)
- Oct. 4-5.....[2018 ICASE Fall Conference](#) @ Indianapolis
- Oct. 6.....How Do I Interpret Math Class? (PASS/PATINS)
- Oct. 11.....[WEBINAR: Collaborative Regional Transition Training](#) (INSTRC)
- Oct. 11.....[Northeast DHH Roundtable](#) @ Fort Wayne (CDHHE)
- Oct. 11.....[Desautels: Implementing Brain-Aligned School Climates](#) @ Indianapolis (ISMHI)
- Oct. 12.....[Desautels: Implementing Brain-Aligned School Climates](#) @ Westfield (ISMHI)
- Oct. 17.....Advanced Reporting: Basics @ Indianapolis (IEPRC)
- Oct. 17.....Advanced Reporting: Problem Solving & Tools @ Indianapolis (IEPRC)
- Nov. 1-2.....[Autism Team Training](#) @ Bloomington (IRCA)
- Nov. 5-6.....Fall Institute—North @ Fort Wayne (IEPRC)
- Nov. 5-6.....Indiana Vision Conference @ Plainfield (PASS)
- Nov. 7.....[North Central DHH Roundtable](#) @ Lafayette (CDHHE)
- Nov. 7.....SDI: Tips, Tools, & Technology that Assist Educators in Design & Delivery @ Indianapolis (IEPRC)
- Nov. 9.....[Desautels: Implementing Brain-Aligned School Climates](#) @ Fishers (IEPRC)
- Nov. 13.....Data Utilization: How to Use Data to Improve Student Outcomes @ Indianapolis (IEPRC)
- Nov. 15.....SDI: Tips, Tools, & Technology that Assist Educators in Design & Delivery @ Merrillville (IEPRC)
- Nov. 15.....[Ross Greene](#) @ New Albany (IRCA)
- Nov. 16.....[Ross Greene](#) @ Fort Wayne (IRCA)
- Nov. 28.....Developing Behavior Intervention Plans @ Indianapolis (IEPRC)
- Nov. 28-29.....[Access to Education Conference](#) (PATINS)

For assistance at any time please contact the Special Education
General Line: 317-232-0570
email: specialeducation@doe.in.gov

