



State of Arizona Department of Education



Memorandum

Date: August 10, 2018
To: Directors and Special Education Staff
From: Exceptional Student Services (ESS) – Program Support and Monitoring Unit
Subject: Special Education Policies and Procedures – Updated Deadline

Under IDEA, EDGAR, and Uniform Grant Guidance, each public education agency (PEA) is required to assure that it meets each of the conditions in 34 CFR 300.201 through 300.213 and has policies, procedures, and programs in place that are consistent with state and federal policies and procedures. The assurance must be inclusive of conditions in 34 CFR 300.101-163 and 300.165-174, including but not limited to the Family Education Rights and Privacy Act (34 CFR 99). As stated above, these policies and procedures must be consistent with state policies and procedures. Due to recent legislative changes in Arizona related to special education, all PEAs are required to adjust their current policies and procedures to conform with these changes. ADE/ESS has updated its special education checklist to assist PEAs with this task. This checklist can be used by PEAs to ensure all required pieces are included in the PEA's policies and procedures. The checklist can be located at the following link:

<http://www.azed.gov/specialeducation/monitoring/>.

In order to ensure all PEAs have updated policies and procedures in place and to be eligible for IDEA federal funds, proof of the PEA's board adoption of the updated policies and procedures will need to be submitted to the PEA's assigned Program Support and Monitoring (PSM) Specialist by **November 1, 2018**. The PSM specialist will review the policies and procedures during annual site visits with all PEAs during the 2018-2019 school year.

If you have any questions, please contact your assigned PSM specialist.