



State of New Jersey
DEPARTMENT OF EDUCATION
PO Box 500
TRENTON, NJ 08625-0500

PHILIP D. MURPHY
Governor

TAHESHA L. WAY
Lt. Governor

CHRISTOPHER HUBER
Acting Commissioner

, 2024

, Superintendent
School District

RE: Special Education Monitoring- Cohort 1

Dear :

Your LEA has been selected to participate in the 2023-2024 special education program monitoring for Cohort 1. The New Jersey Department of Education (NJDOE), Office of Special Education (OSE) has developed a six-year cohort cycle to monitor all LEAs, beginning December 2023. The goal of special education monitoring is to improve educational results and functional outcomes for students with disabilities and to support LEAs in addressing areas of noncompliance in a way that creates a strong foundation for student learning. The monitoring process is designed to provide differentiated levels of support based on LEA needs and emphasizes those Individuals with Disabilities Education Act (IDEA) requirements that most closely align to student achievement. The OSE monitoring priorities include placement in the Least Restrictive Environment (LRE), Individualized Education Program (IEP) components, IEP implementation, age 16 transition requirements, discipline, restraint and seclusion, and evaluation processes.

All LEAs will participate in *Tier One Desk Monitoring*, which consists of a review of LEA and OSE selected student records, a review of special education policies and procedures, completion of a data collection form, and submission of documents to the OSE. LEAs will review no more than 25 total student records and will be provided with the student ID (SID) numbers for all identified priority areas apart from the review of evaluation processes. For this priority area, the LEA will self-select six additional student records to review. Tier One Desk Monitoring documents must be submitted to the OSE no later than **May 24, 2023**.

The results of the desk monitoring will be reviewed and verified by the special education monitoring unit and incorporated in the risk assessment used to identify LEAs who will participate in Tier Two Onsite Monitoring. Tier Two Onsite Monitoring occurs onsite in the LEA and consists of a review of additional student files, review of policies and procedures, staff interviews, classroom observation, and parent interviews.

A monitor from the OSE will contact the LEAs Director of Special Services no later than [insert date here] to set up a meeting to review the Tier One Desk Monitoring process and answer any questions.

Monitoring protocols, data collection forms, and student SID numbers will be provided in advance of this initial meeting.

Thank you for your anticipated cooperation as we fulfill the general supervision requirements under the IDEA by ensuring appropriate monitoring activities to improve results for students with disabilities. Please direct questions to OSEinfo@doe.nj.gov.

Sincerely,

A handwritten signature in cursive script, appearing to read "Kimberly Murray".

Kimberly Murray, Director
Office of Special Education

KM/nb

c: Nicole Buten
Yasmin Burrell
Executive County Superintendent
County Special Education Specialist