



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

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

ROCHELLE R. HENDRICKS
Acting Commissioner

October 15, 2010

Dr. Raymond Bandlow, Superintendent of Schools
Fort Lee School District
255 Whiteman Street
Fort Lee, NJ 07024

Dear Dr. Bandlow:

Subject: Special Education Monitoring Report – Fort Lee School District

This correspondence has been sent to inform you of the results of the New Jersey Department of Education, Office of Special Education Programs' onsite monitoring regarding the Fort Lee School District's implementation of federal and state special education requirements. On November 12, 13 and 14, 2008, the New Jersey Department of Education, Office of Special Education Programs (NJOSEP), conducted an onsite monitoring visit to determine compliance with federal and state special education requirements. Verification of the correction of findings of noncompliance identified in your district's self-assessment was also conducted between November 12, 2008 and June 22, 2009. The members of the monitoring team were Samuel Jordan, Tracey Pettiford-Bugg and Linda Chavez.

NJOSEP initiated a new five year self-assessment/monitoring cycle during the 2006-2007 school year. The monitoring system is data driven and aligned with the federally required State Performance Plan (SPP) indicators, including the federal monitoring priorities established by the Individuals with Disabilities Education Act of 2004 (IDEA 2004). Specifically, the NJOSEP monitoring process is focused on improving educational results and functional outcomes for students with disabilities and ensuring compliance with those special education requirements related to positive student outcomes.

The special education self-assessment and monitoring process focused on requirements related to the following areas:

- **Transition to Adult Life**
- **State Assessment**
- **Discipline Procedures**
- **Placement in the Least Restrictive Environment**
- **Parent Involvement**
- **Disproportionate Representation of Specific Racial-Ethnic Groups in Special Education**
- **Evaluation and Reevaluation**
- **Individualized Education Program**
- **Programs and Services**

The Fort Lee School District was selected for the self-assessment process based on trend data that indicated disproportionate representation of specific racial/ethnic groups determined eligible for special education. (See Section VI – Table of Findings).

Monitoring Results

The attached Table of Findings details the onsite monitoring results with regard to the following:

Findings of noncompliance identified by the district during the self-assessment:

Prior to the release of this report, the Fort Lee School District submitted documentation demonstrating correction of all areas of noncompliance identified during self-assessment.

Findings of noncompliance identified during onsite monitoring:

For any finding of noncompliance identified by NJOSEP during onsite monitoring, the status of correction is provided. Findings resulting from the onsite monitoring must be corrected within one year of the date of this report.

All documentation required to demonstrate completion of corrective action activities must be submitted to the following address in accordance with the timelines listed in the attached Table of Findings:

Mr. Samuel Jordan
New Jersey Department of Education
Office of Special Education Programs
501 River Street
Paterson, NJ 07524

The results of the special education monitoring must be reviewed at the next meeting of the district's board of education. A copy of the minutes from the board of education meeting documenting the review by the board must be submitted to the address above.

Questions regarding the enclosed monitoring report should be directed to Dr. Peggy McDonald, manager of the Bureau of Program Accountability, at 609-292-7605.

NJOSEP appreciates the cooperation of district staff members during the self-assessment/monitoring process.

Sincerely,



Barbara Gantwerk, Assistant Commissioner
Division of Student Services

BG/PM/sj
Attachment

c: ✓ Division of Education System Efficiency
Barbara Gantwerk
Peggy McDonald
Samuel Jordan
Aaron Graham
Steven Pasternak
Jean North

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on I: Transition to Adult Life - Noncompliance was not identified during self-assessment.

of Noncompliance Identified during the Onsite Monitoring Visit

Area	Status of Compliance/Corrective Action	Corrective Action Requirements	Documentation Required and Timeline
<p>ation to IEP meetings d to students and agencies ng or paying for transition s [N.J.A.C. 6A:14-2.3(k)2x (e)13, 3.7(h); 20 U.S.C. l)(1)(A)(i)(1)(VIII); and 34 300.322.b(2)].</p>	<p>Review of records and interviews with staff indicated that students with disabilities were not consistently invited to IEP meetings when transition services were to be considered, due to a lack of district procedures.</p>	<p>The district is directed to develop procedures for inviting students with disabilities to their IEP meetings when transition will be discussed and maintaining documentation of the invitation.</p> <p>The district is directed to conduct training for child study team members regarding the newly developed district procedures.</p> <p>The Director of Special Services is directed to conduct oversight activities to ensure correction and ongoing compliance. These activities must include periodic review of student files.</p>	<p>Copies of procedures, training agenda and sign in sheet to be submitted by January 28, 2011.</p> <p>Onsite verification will be conducted beginning in April 2011.</p>
<p>requirements for students 4 and above, in accordance J.A.C. 6A:14-3.7(e)11.</p>	<p>Review of records and interviews with staff members indicated that individual IEPs for students, age 14 and above at the middle school and high school, did not consistently include documentation of the student's strengths, interests and preferences, due to a lack of implementation of district procedures.</p>	<p>The district is directed to conduct training for child study team members regarding district procedures for obtaining and documenting students' strengths, interests and preferences as part of the IEP development process.</p> <p>The district is directed to conduct IEP review meetings for each student whose IEP was found to be noncompliant by the NJOSEP monitors and ensure that each IEP is revised to include documentation of the student's strengths, interests and preferences. Names of students whose IEPs were found to be noncompliant by</p>	<p>Copies of training agenda and sign in sheet to be provided by January 28, 2011.</p> <p>Onsite verification will be conducted beginning in April 2011.</p>

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		<p>NJOSEP monitors will be provided to the Director of Special Services.</p> <p>The district must review the IEPs of all students, age 14 and above, to ensure that they contain a statement of strengths, interests and preferences. For any IEP where the required component is not included, a meeting of the IEP team must be convened to review and revise the IEP.</p> <p>The Director of Special Services is required to conduct oversight activities to ensure correction and ongoing compliance. These activities must include periodic review of IEPs for students, age 14 and above.</p>	
<p>Summary of academic achievement and functional performance shall be provided to student prior to graduation, in accordance with N.J.A.C. 6A:14-4.4; 20 U.S.C. 1414(c)(5)(B); and 34 CFR §300.305(e)(3).</p>	<p>Review of records and interviews with staff members indicated that students with disabilities were not provided with written summaries of academic achievement and functional performance prior to graduation, due to a lack of implementation of district procedures.</p>	<p>The district is required to conduct training for high school child study team members regarding district procedures for providing graduating students with a summary of academic achievement and functional performance prior to graduation.</p> <p>The Director of Special Services is required to conduct oversight activities to ensure correction and ongoing compliance.</p>	<p>Copies of training agenda, sign in sheet to be submitted by January 28, 2011.</p> <p>Onsite verification will be conducted beginning in April 2011.</p>

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Section II: STATEWIDE ASSESSMENT – Noncompliance was not identified during self-assessment.

Table of Noncompliance Identified during the Onsite Monitoring Visit

Area	Status of Compliance/Corrective Action	Corrective Action Requirements	Documentation Required and Timeline
<p>Each IEP shall document how a student with a disability will participate in state assessments, in accordance with N.J.A.C. 17:27(e)7(i); 20 U.S.C. 1412(d)(16)(A); and 34 CFR 300.60(a).</p>	<p>Review of records and interviews with staff members indicated that IEPs for students with disabilities educated in separate public or private placements did not consistently include documentation of how the student would participate in state assessments.</p> <p>Noncompliance was due to a lack of implementation of district procedures.</p>	<p>The district is required to conduct training for child study team members, assigned as case managers for students educated in separate public or private placements, regarding district procedures for determining how a student with an IEP will participate in state assessments.</p> <p>The district is required to conduct IEP review meetings for each student whose IEP was determined noncompliant by NJOSEP monitors and ensure that each IEP is revised to document how the student will participate in state assessments. Names of students whose IEPs were found to be noncompliant by NJOSEP monitors will be provided to the Director of Special Services.</p> <p>The district must review the IEPs of all students at school # 3 and those educated in separate public or private placements, in grades participating in state assessments, to ensure that each IEP includes documentation regarding how the student will participate in state assessments and any needed accommodations or modifications (refer to the NJDOE approved list available at www.state.nj.us/education). For any IEP where the required components are not included, a meeting of the IEP team must be</p>	<p>Copies of training agenda and sign in sheet to be provided by January 28, 2011.</p> <p>Onsite verification will be conducted beginning in April 2011.</p>

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convened to review and revise the IEP.

The Director of Special Services is required to conduct oversight activities to ensure correction and ongoing compliance. These activities must include periodic review of IEPs.

Section III: DISCIPLINE – Noncompliance was not identified during onsite monitoring.

Table of Noncompliance Identified during Self-Assessment

Area	Status of Compliance/Corrective Action	Corrective Action Requirements	Documentation Required and Timeline
Case manager and parent notified in writing of suspension/expulsion of a student with disability at time of removal, in accordance with N.J.A.C. 6A:14-20 U.S.C. 1415(k)(1)(A)(H); CFR §300.530(h).	Noncompliance identified by the district in its self-assessment was verified as corrected during the onsite monitoring visit.	CORRECTED	CORRECTED

Section IV: LEAST RESTRICTIVE ENVIRONMENT

Table of Noncompliance Identified during Self-Assessment

Area	Status of Compliance/Corrective Action	Corrective Action Requirements	Documentation Required and Timeline
Students in a separate setting shall include activities for students to a less restrictive environment, in accordance with N.J.A.C. 6A:14-	Noncompliance identified by the district in its self-assessment was verified as corrected during a desk audit conducted on June 22, 2009.	CORRECTED	CORRECTED

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of Noncompliance Identified during the Onsite Monitoring Visit

Area	Status of Compliance/Corrective Action	Corrective Action Requirements	Documentation Required and Timeline
<p>shall include an explanation of the extent to which students are educated with nondisabled peers, including participation in nonacademic and extracurricular activities, in accordance with N.J.A.C. 6A:14-1.7 and 34 CFR §300.107.</p>	<p>Review of records and interviews with staff members indicated that IEPs did not include a complete explanation of the extent to which students are educated with nondisabled peers due to a need to update district forms and a lack of implementation of district procedures.</p>	<p>The district is directed to review the NJOSEP sample IEP form and revise the district IEP to include all required components.</p> <p>The district is required to conduct training for child study team members on the revised IEP form and district procedures for documenting the extent to which students are educated with nondisabled peers.</p> <p>The district is required to conduct training with child study team members regarding revised procedures for placement decision making and the explanation of the extent to which students are educated with nondisabled peers, including participation in nonacademic and extracurricular activities.</p> <p>The district is directed to conduct IEP review meetings for students whose IEPs were noncompliant as identified by OSEP to ensure that each IEP is revised to include the required components. Names of students whose IEPs were found to be noncompliant by NJOSEP monitors will be provided to the Director of Special Services.</p> <p>The Director of Special Services is required to conduct oversight activities to ensure correction and ongoing compliance. These activities must include periodic IEP review.</p>	<p>Copies of revised IEP form, training agenda and sign in sheets to be provided by January 28, 2011.</p> <p>Onsite verification will be conducted beginning in April 2011.</p>

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Section V: PARENT INVOLVEMENT

Area of Noncompliance Identified during Self-Assessment

Area	Status of Compliance/Corrective Action	Corrective Action Requirements	Documentation Required and Timeline
<p>Written notice, which includes required components, shall be provided to parents following meetings, in accordance with N.J.A.C. 6A:14-2.3(f) and 2.3(g)1-3; 20 U.S.C. 1414(b)(1)(c)(4)(A); and 34 CFR §300.304(a)(4); and 34 CFR §300.305(a).</p>	<p>Noncompliance identified by the district in its self-assessment was verified as corrected during a desk audit conducted on June 22, 2009.</p>	<p>CORRECTED</p>	<p>CORRECTED</p>

Area of Noncompliance Identified during the Onsite Monitoring Visit

Area	Status of Compliance/Corrective Action	Corrective Action Requirements	Documentation Required and Timeline
<p>Parents shall be given written notice of a meeting containing all required components, in accordance with N.J.A.C. 6A:14-2.3(f); 20 U.S.C. 1414(b)(1); and 34 CFR §300.304(a).</p>	<p>Review of records and interviews with staff members indicated that notices for meetings did not include required components and were not consistently provided to parents. Noncompliance was due to a need to update district forms and a lack of implementation of district procedures.</p>	<p>The district is directed to review the NJOSEP sample forms for notice of meetings and revise district forms to include all required components.</p> <p>The district is required to conduct training with child study team members regarding revised forms and district procedures for provision of written notice of a meeting.</p> <p>The Director of Special Services is required to conduct oversight activities to ensure correction and ongoing compliance.</p>	<p>Copies of revised forms, training agenda, sign-in sheets to be submitted by January 28, 2011.</p> <p>Onsite verification will be conducted beginning in April 2011.</p>

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<p>eligibility meetings shall include required participants, in accordance with N.J.A.C. 6A:14-2.1(i-vii); 20 U.S.C. 1414(d)(1)(B); and 34 CFR 300.21(a).</p>	<p>Review of records and interviews with staff members indicated that the required participants did not consistently attend eligibility meetings, due to a lack of implementation of district procedures.</p>	<p>The district is required to conduct training for child study team members regarding district procedures for ensuring that required participants attend eligibility meetings.</p> <p>The Director of Special Services is required to conduct oversight activities to ensure correction and ongoing compliance.</p>	<p>Copies of training agenda and sign-in sheets to be provided by January 28, 2011.</p> <p>Onsite verification will begin in April 2011.</p>
<p>Parental consent shall be obtained whenever a member of the IEP team is excused from participating in a meeting, in accordance with N.J.A.C. 6A:14-2.1(iii); and 34 CFR 300.21(e).</p>	<p>Review of records and interviews with staff members indicated that although required members of the IEP team were not in attendance at IEP meetings consistently, the district did not obtain consent for excusal of any IEP team members from the meetings. Noncompliance was due to a lack of implementation of district procedures.</p>	<p>The district is required to conduct training with child study team members regarding district procedures when the district proposes to excuse an IEP team member from participating in an IEP meeting.</p> <p>The Director of Special Services is required to conduct oversight activities to ensure correction and ongoing compliance.</p>	<p>Copies of training agenda and sign-in sheets to be provided by January 28, 2011.</p> <p>Onsite verification will be conducted beginning in April 2011.</p>

Section VI: DISPROPORTIONATE REPRESENTATION

Area of Noncompliance Identified during Self-Assessment

Area	Status of Compliance/Corrective Action	Corrective Action Requirements	Documentation Required and Timeline
<p>Written notice to the parent shall be provided and required parent conferences shall be conducted in a language used for communication by the parent and child unless it is clearly not feasible to do so, in accordance with N.J.A.C. 6A:14-2.4(a)1; 20 U.S.C. §300.503(c); and 34CFR 300.204(a)(1) and (d).</p>	<p>Noncompliance identified by the district in its self-assessment was verified as corrected during a desk audit conducted on June 1, 2009.</p>	<p style="text-align: center;">CORRECTED</p>	<p style="text-align: center;">CORRECTED</p>

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Area	Status of Compliance/Corrective Action	Corrective Action Requirements	Documentation Required and Timeline
<p>When a student with a disability transfers from one New Jersey school district to another, the child study team shall conduct an immediate review of the evaluation and the IEP and, without delay, provide a comparable program, in accordance with N.J.A.C. 6A:14-1.1(c), N.J.A.C. 1414(b)(3); and 34 CFR 300.104(c).</p>	<p>Review of records and interviews with staff members indicated that the child study team did not consistently conduct an immediate review of evaluations and the IEP without delay and provide a comparable program when a student with a disability transferred from another New Jersey school district due to delays in the residency verification procedures.</p>	<p>The district is directed to revise district procedures to ensure that an immediate review of evaluations and the IEP and, without delay, a comparable program is provided when a student with a disability transfers in from another New Jersey school district.</p> <p>The district is required to conduct training with child study team members and district administrators regarding the revised procedures.</p> <p>The Director of Special Services is required to conduct oversight activities to ensure correction and ongoing compliance.</p>	<p>Copies of revised procedures, training agenda and sign-in sheets to be provided by January 28, 2011.</p> <p>Onsite verification will be conducted beginning in April 2011.</p>

Section VII: Evaluation and Reevaluation

of Noncompliance Identified during Self-Assessment

Area	Status of Compliance/Corrective Action	Corrective Action Requirements	Documentation Required and Timeline
<p>Staff of the general education program shall maintain documentation regarding frequency, duration and effectiveness of each intervention in accordance with N.J.A.C. 6A:14-3.3(c).</p>	<p>Noncompliance identified by the district in its self-assessment was verified as corrected during a desk audit conducted on June 22, 2009.</p>	<p style="text-align: center;">CORRECTED</p>	<p style="text-align: center;">CORRECTED</p>

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Area	Status of Compliance/Corrective Action	Corrective Action Requirements	Documentation Required and Timeline
<p>in 20 calendar days of the written request for an evaluation, the district shall convene a meeting with required participants, in accordance with N.J.A.C. 6A:14-3.3(e).</p>	<p>Review of records and interviews with staff members indicated that the district did not consistently convene a meeting with required participants within 20 calendar days of receipt of the written request for an evaluation, due to a lack of implementation of district procedures. Noncompliance occurred at Schools #1 and #3.</p>	<p>The district is required to conduct training for child study team members on district procedures for ensuring that the district convenes a meeting with required participants within 20 calendar days of receipt of the written request for an evaluation.</p> <p>The Director of Special Services is required to conduct oversight activities to ensure correction and ongoing compliance. These activities must include a periodic review of identification meeting timelines at all schools.</p>	<p>Copies of training agenda and sign-in sheets to be provided by January 28, 2011.</p> <p>Onsite verification will be conducted beginning in April 2011.</p>
<p>vision and audiometric screening shall be conducted for every student referred to the child study team for evaluation. The nurse shall review and summarize available health and medical information and transmit summary to the child study team in accordance with N.J.A.C. 6A:14-3.4(j).</p>	<p>Review of records and interviews with staff members indicated that health and medical information, including results of a vision and audiometric screening, was not consistently transmitted to the child study team for every student referred to the child study team for evaluation. Noncompliance was due to a lack of implementation of district procedures.</p>	<p>The district is required to conduct training with child study team members and school nurse staff regarding this requirement.</p> <p>The Director of Special Services is required to conduct oversight activities to ensure correction and ongoing compliance.</p>	<p>Copies of training agenda and sign-in sheets to be provided by October 1, 2010.</p> <p>Onsite verification will be conducted beginning in April 2011.</p>

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<p>district shall obtain consent of the parent or adult student, at different times, in accordance with N.J.A.C. 6A:14-2.3(a); 20 U.S.C. 1414(d)(1)(D); and 34 CFR 300.306(a).</p>	<p>Review of records and interviews with staff members indicated that the district did not consistently maintain documentation of consent of the parent or adult student for initial evaluations, due to a lack of implementation of district procedures.</p>	<p>The district is required to conduct training for child study team members regarding district procedures for obtaining and maintaining written consent of the parent or adult student for initial evaluations.</p> <p>The Director of Special Services is required to conduct oversight activities to ensure correction and ongoing compliance.</p>	<p>Copies of training agenda and sign-in sheets to be provided by January 28, 2011.</p> <p>Onsite verification will be conducted beginning in April 2011.</p>
<p>Evaluations shall be conducted by a multi-disciplinary team, in accordance with N.J.A.C. 6A:14-3.6(a) and 3.6(b).</p>	<p>Review of records and interviews with staff members indicated that at Schools #1 and #3, educational impact statements were not conducted as part of speech-language evaluations, due to a lack of implementation of district procedures.</p>	<p>The district is required to conduct training for child study team members regarding district procedures for conducting initial evaluations.</p> <p>The Director of Special Services is required to conduct oversight activities to ensure correction and ongoing compliance, including review of initial evaluation reports.</p>	<p>Copies of training agenda and sign-in sheets to be provided by January 28, 2011.</p> <p>Onsite verification will be conducted beginning in April 2011.</p>
<p>In an evaluation of a student, reports must include functional assessment, in accordance with N.J.A.C. 6A:14-3.4(f)4(i-vi); 20 U.S.C. 1414(b)(4) and (5); and 34 CFR 300.306(c)(i).</p>	<p>Review of records and interviews with staff members indicated that reports of initial evaluations did not consistently include all required components of a functional assessment, due to a lack of implementation of district procedures.</p>	<p>The district is required to conduct training with child study team members regarding district procedures for conducting initial evaluations.</p> <p>The Director of Special Services is required to conduct oversight activities to ensure correction and ongoing compliance.</p>	<p>Copies of training agenda and sign-in sheets to be provided by January 28, 2011.</p> <p>Onsite verification will be conducted beginning in April 2011.</p>

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<p>Within three years of the student's classification, a multi-disciplinary reevaluation shall be conducted, in accordance with N.J.A.C. 6A:14-3.8(a) and 2014:14(a)(2)(B)(ii).</p>	<p>Review of records and interviews with staff members indicated that multi-disciplinary reevaluations are not completed within three years of the previous classification, due to a lack of implementation of district procedures.</p>	<p>The district is required to conduct training for child study team members regarding district procedures for reevaluation.</p> <p>The Director of Special Services is required to conduct oversight activities to ensure correction and ongoing compliance. These activities must include a periodic review of reevaluation timelines.</p>	<p>Copies of training agenda and sign-in sheets to be provided by January 28, 2011.</p> <p>Onsite verification will be conducted beginning in April 2011.</p>
<p>Reevaluation planning documents shall include required elements, in accordance with N.J.A.C. 6A:14-2.3(k)2(i-x); 2014:14(c)(1)(A)(i); and 34:300.305(a).</p>	<p>Review of records and interviews with staff members indicated that the district does not consistently maintain a signature sheet to document attendance at reevaluation planning meetings, due to a lack of implementation of district procedures.</p>	<p>The district is required to conduct training for child study team members regarding district procedures for inviting the appropriate persons to reevaluation planning meetings and documenting their attendance.</p> <p>The Director of Special Services is required to conduct oversight activities to ensure correction and ongoing compliance.</p>	<p>Copies of training agenda and sign-in sheets to be provided by January 28, 2011.</p> <p>Onsite verification will be conducted beginning in April 2011.</p>
<p>By June 30 of a student's last year in a program for preschoolers with disabilities, a reevaluation shall be conducted, in accordance with N.J.A.C. 6A:14-3.8(g); 2014:14(c); and CFR 2014:05(b)(2)(e).</p>	<p>Review of records and interviews with staff members indicated that reevaluations were not consistently conducted by June 30 of a student's last year in a program for preschoolers with disabilities, due to a lack of implementation of district procedures.</p>	<p>The district is required to conduct training with child study team members regarding district procedures for conducting reevaluations by June 30 of a student's last year in a program for preschoolers with disabilities.</p> <p>The Director of Special Services is required to conduct oversight activities to ensure correction and ongoing compliance.</p>	<p>Copies of training agenda and sign-in sheets to be provided by January 28, 2011.</p> <p>Onsite verification will be conducted beginning in April 2011.</p>
<p>Each child study team member shall certify in writing whether his or her report is in accordance with the eligibility of the student, in accordance with N.J.A.C. 6A:14-3.8(g).</p>	<p>Review of records and interviews with staff members indicated that each evaluator does not consistently certify in writing whether his or her report is in accordance with the eligibility determination for the student, due to a lack of</p>	<p>The district is required to conduct training with child study team members regarding district procedures for documenting agreement with the eligibility determination.</p>	<p>Copies of training agenda and sign-in sheets to be provided by January 28, 2011.</p>

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	implementation of district procedures.	The Director of Special Services is required to conduct oversight activities to ensure correction and ongoing compliance	Onsite verification will be conducted beginning in April 2011 .
copy of the evaluation report(s) and documentation and information that will be used for a determination of eligibility shall be provided to the parent or adult student at least 10 calendar days prior to the eligibility meeting, in accordance with N.J.A.C. 6A:14-20 U.S.C. 1414(b)(4); and 20 N.J.A.C. §300.306(a).	Review of records and interviews with staff members indicated that the district did not consistently provide a copy of the evaluation report(s) and documentation of eligibility to the parent or adult student at least 10 calendar days prior to the eligibility meeting, due to a lack of implementation of district procedures.	The district is required to conduct training with child study team members regarding district procedures for the provision of evaluation report(s) and documentation of eligibility to the parent or adult student at least 10 calendar days prior to the eligibility meeting. The Director of Special Services is required to conduct oversight activities to ensure correction and ongoing compliance.	Copies of training agenda and sign-in sheets to be provided by October 1, 2010 . Onsite verification will be conducted by January 28, 2011
to facilitate the transition from intervention to preschool, a child study team member of the school shall participate in the preschool transition planning conference arranged by the Department of Health and Senior Services, in accordance with N.J.A.C. 6A:14-3.3(e)1(i-iv); 20 U.S.C. 1414(d)(1)(D); and 34 CFR 300.21(f).	Review of records and interviews with staff members indicated that child study team members from school #1 did not consistently participate in preschool transition planning conferences arranged by the Department of Health and Senior Services and maintain documentation of participation, due to a lack of implementing district procedures.	The district is required to conduct training with child study team members regarding district procedures for ensuring that child study team members participate in preschool transition planning conferences and maintain documentation of their participation. The Director of Special Services is required to conduct oversight activities to ensure correction and ongoing compliance.	Copies of training agenda and sign-in sheets to be provided by October 1, 2010 . Onsite verification will be conducted beginning in April 2011 .

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on VIII: IEP

of Noncompliance Identified during Self-Assessment

Area	Status of Compliance/Corrective Action	Corrective Action Requirements	Documentation Required and Timeline
<p>student's IEP shall be available to each general education teacher, special education teacher, related service provider and other service providers who are responsible for implementation. The district inform each teacher and provider of his/her responsibilities to implementing the student's IEP and the specific accommodations, modifications and supports to be provided for the student, in accordance with N.J.A.C. 6A:14-3.7(a)2-3 and 34 CFR 300.323(d).</p>	<p>Noncompliance identified by the district in its self-assessment was verified as corrected during the onsite monitoring visit.</p>	<p>CORRECTED</p>	<p>CORRECTED</p>

of Noncompliance Identified during the Onsite Monitoring Visit

Area	Status of Compliance/Corrective Action	Corrective Action Requirements	Documentation Required and Timeline
<p>IEP meetings shall be held with appropriately configured IEP team in accordance with N.J.A.C. 6A:14-3.7(a)2(i-x)1; 20 U.S.C. 1412(b)(1)(B); and 34 CFR 300.321(a).</p>	<p>Review of records and interviews with staff members indicated that IEP meetings were not consistently held with an appropriately configured IEP team due to a lack of implementation of district procedures.</p>	<p>The district is required to conduct training for child study team members regarding required participants at IEP meetings.</p> <p>The Director of Special Services is required to conduct oversight activities to ensure correction and ongoing compliance.</p>	<p>Copies of training agenda and sign-in sheets to be provided by January 28, 2011.</p> <p>Onsite verification will be conducted beginning in April 2011.</p>

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<p>shall include required operations and statements, in ance with N.J.A.C. 6A:14- -11, (e) 1-17, and (f); 20 1414(d)(3)(A)(B); and 34 300.324(a)(1)(2).</p>	<p>Review of records and interview with staff members indicated that IEPs of students eligible for special education and related services and students eligible for speech- language services did not include all required components, due to a need to update district forms and a lack of implementation of district procedures.</p>	<p>The district is directed to review the NJOSEP sample IEP form and revise the district IEP form to include all required components.</p> <p>The district is required to conduct training for child study team members regarding the revised form and district procedures for developing IEPs with required considerations and statements in IEPs.</p> <p>The district is directed to conduct IEP review meetings for students whose IEPs were noncompliant, as identified by NJOSEP monitors, to ensure that each IEP is revised to include the required components. Names of students whose IEPs were found to be noncompliant by the NJOSEP monitors will be provided to the Director of Special Services.</p> <p>The district is required to ensure that at the next IEP meeting for each student eligible for special education and related services or eligible for speech-language services, the IEP team ensures that all required components are included.</p> <p>The Director of Special Services is required to conduct oversight activities to ensure correction and ongoing compliance. These activities must include a periodic review of IEPs from all district schools and out-of - district placements.</p>	<p>Copies of revised IEP form, training agenda, sign-in sheets to be provided by January 28, 2011.</p> <p>Onsite verification of correction will be conducted beginning in April 2011.</p>
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TABLE OF FINDINGS
Special Education Monitoring Results
IDEA 2004 and New Jersey Administrative Code Requirements
Fort Lee School District

<p>meetings shall be held annually, or more often as necessary, to review and/or update the IEP and determine student progress, in accordance with N.J.A.C. 6A:14-3.7(i); 20 U.S.C. 1412(d)(1)(E); and 34 CFR 300.324(b)(1).</p>	<p>Review of records and interviews with staff members indicated that IEP meetings are not consistently conducted annually at the middle school and for students educated in separate schools, due to a lack of implementation of district procedures.</p>	<p>The district is required to conduct training with child study team members regarding district procedures for ensuring that IEP meetings are conducted annually or more often if necessary.</p> <p>The Director of Special Services is required to conduct oversight activities to ensure correction and ongoing compliance. These activities must include periodic review of annual review timelines.</p>	<p>Copies of training agenda and sign-in sheets to be provided by January 28, 2011.</p> <p>Onsite verification will be conducted beginning in April 2011.</p>
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Section IX: Programs and Services – Noncompliance was not identified during self-assessment.

Table of Noncompliance Identified During the Onsite Monitoring Visit

Area	Status of Compliance/Corrective Action	Corrective Action Requirements	Documentation Required and Timeline
<p>Age range for resource and special class programs shall meet requirements, in accordance with N.J.A.C. 6A:14-4.6(k) and 4.7(a)2.</p>	<p>Review of records and interviews with staff members indicated that age range for resource and special class programs did not consistently meet requirements at School #3. Noncompliance was due to lack of implementation of district procedures.</p>	<p>The Director of Special Services is required to conduct oversight activities to ensure correction and ongoing compliance. These activities must include periodic review of program age ranges.</p>	<p>Onsite verification at School #3 will be conducted by January 28, 2011.</p>
<p>Group size for resource, English as a second language programs and elementary instruction shall meet requirements, in accordance with N.J.A.C. 6A:14-4(b)3 and 4.7(a)2.</p>	<p>Review of records and interviews with staff members indicated that group size for resource programs did not consistently meet requirements at Schools #1 and #3. Noncompliance was due to lack of implementation of district procedures.</p>	<p>The Director of Special Services is required to conduct oversight activities to ensure correction and ongoing compliance. These activities must include periodic review of group sizes.</p>	<p>Onsite verification at Schools # 1 and #3 will be conducted in December 2010.</p>