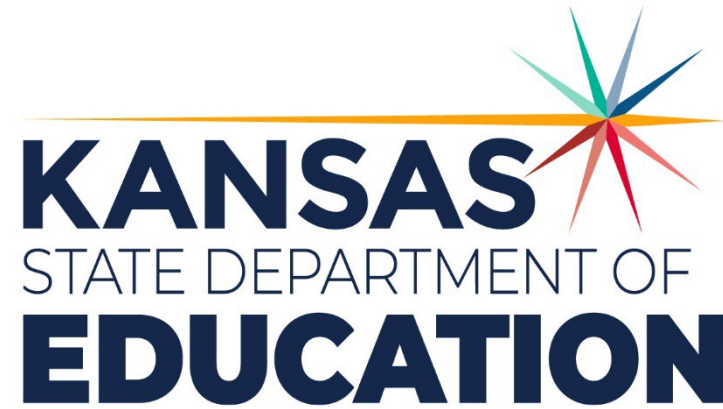




Significant Disproportionality Self-Assessment Tool

A review of policies, practices, and procedures in the area of *identification of children with disabilities*

A local educational agency (LEA) identified by the state as having significant disproportionality is required to review and, if appropriate, revise its policies, practices, and procedures used in identification or placement in particular education settings, and/or disciplinary removals, to ensure that the policies, practices, and procedures comply with the requirements of the Individuals with Disabilities Education Act (IDEA); and publicly report on the revision of those policies, practices, and procedures consistent with the requirements of the Family Educational Rights and Privacy Act, its implementing regulations in 34 C.F.R. part 99, and Section 618(b)(1) of the IDEA. 20 U.S.C. § 1418(d)(1); 34 C.F.R. § 300.646(a)..

LEA # and Name: _____

Contact Name: _____

Contact Email: _____

Contact Phone: _____

This tool is designed to facilitate and document an LEA's focused review of its policies, practices, and procedures that most closely relate to disciplinary removals. LEA policies are generally considered to be those policies written and adopted by local board authority, procedures are generally written and formally approved or adopted by administration or board in some manner, and practices are the actual implementation of those policies and procedures through the behavior and actions of staff and administration within the LEA. If a regulation specifically requires a board-adopted policy, it will be so stated in the regulatory requirement column; otherwise the LEA should have policies and/or procedures related to a particular requirement to explain how that regulatory requirement will be implemented in the LEA.

KSDE expects LEAs conducting this review to convene a local stakeholder team (such as relevant teachers, administrators, parents, and other stakeholders relevant to the area identified as significantly disproportionate) to complete this review. In addition to the review and revision, if appropriate, of local policies, practices, and procedures, the LEA must address a policy, practice, or procedure it identifies as contributing to the significant disproportionality in its comprehensive coordinated early intervening services (CCEIS) plan.

Technical assistance in conducting this review is available; contact your KSDE Significant Disproportionality Lead and Technical Assistance Team members, or request TA at www.ksdetasn.org. LEAs are encouraged to contact KSDE at any time with questions regarding the applicable timelines and actions required due to the LEA's significant disproportionality.

Significant Disproportionality Self-Assessment Tool – Identification
Related Requirements Section 1: Child Find, Screening, and General Education Interventions

Part I: Review of Policies, Practices & Procedures for the Related IDEA Requirement	Step One Is there evidence that a compliant LEA Policy and/or Procedure is in place? YES/NO	If YES Provide specific reference (document, section, and page) to the policy and/or procedure.	If NO Briefly describe the noncompliance.	Is this contributing to the LEAs identified disproportionality? YES/NO	Step Two Is there evidence that the LEA Practices are consistent with the regulatory requirement? YES/NO	If YES Provide specific reference to or statement of the evidence (i.e., file, interview, observation)	If NO Briefly describe the noncompliance.	Is this contributing to the LEAs identified disproportionality? YES/NO	KSDE Only Timely submitted and responses verified by KSDE? YES/NO	KSDE Only Reviewer Comments
Has the board adopted policies and procedures to identify, locate, and evaluate all children with exceptionalities residing in its jurisdiction, including children with exceptionalities who meet any of the following criteria: (1) Attend private schools; (2) are highly mobile, including migrant and homeless children; or (3) are suspected of being children with disabilities even though they are advancing from grade to grade? K.A.R. 91-40-7(a)										
Each board's policies and procedures under this regulation shall include age appropriate screening procedures that meet the following requirements: (1) For children younger than five years of age, observations, instruments, measures, and techniques that disclose any potential disabilities or developmental delays that indicate a need for evaluation, including hearing and vision screening;										

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Part I: Review of Policies, Practices & Procedures for the Related IDEA Requirement	Step One Is there evidence that a compliant LEA Policy and/or Procedure is in place? YES/NO	If YES Provide specific reference (document, section, and page) to the policy and/or procedure.	If NO Briefly describe the noncompliance.	Is this contributing to the LEAs identified disproportionality? YES/NO	Step Two Is there evidence that the LEA Practices are consistent with the regulatory requirement? YES/NO	If YES Provide specific reference to or statement of the evidence (i.e., file, interview, observation)	If NO Briefly describe the noncompliance.	Is this contributing to the LEAs identified disproportionality? YES/NO	KSDE Only Timely submitted and responses verified by KSDE? YES/NO	KSDE Only Reviewer Comments
Each board's policies and procedures under this regulation shall include age appropriate screening procedures that meet the following requirements: (2) for children from ages five through 21, observations, instruments, measures, and techniques that disclose any potential exceptionality and indicate a need for evaluation, including hearing and vision screening as required by state law; and										
Each board's policies and procedures under this regulation shall include age appropriate screening procedures that meet the following requirements: (3) implementation of procedures ensuring the early identification and assessment of disabilities in children K.A.R. 91-40-7(b)										
Any board may refer a child who is enrolled in public school for an evaluation if one of the following conditions is met: (1) School personnel have data-based documentation indicating that general education interventions and strategies would be inadequate to address the areas of concern for the child. K.A.R. 91-40-7(c)(1)										

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Part I: Review of Policies, Practices & Procedures for the Related IDEA Requirement	Step One Is there evidence that a compliant LEA Policy and/or Procedure is in place? YES/NO	If YES Provide specific reference (document, section, and page) to the policy and/or procedure.	If NO Briefly describe the noncompliance.	Is this contributing to the LEAs identified disproportionality? YES/NO	Step Two Is there evidence that the LEA Practices are consistent with the regulatory requirement? YES/NO	If YES Provide specific reference to or statement of the evidence (i.e., file, interview, observation)	If NO Briefly describe the noncompliance.	Is this contributing to the LEAs identified disproportionality? YES/NO	KSDE Only Timely submitted and responses verified by KSDE? YES/NO	KSDE Only Reviewer Comments
(2) School personnel have data-based documentation indicating that before the referral or as a part of the referral, all of the following conditions were met: (A) The child was provided with appropriate instruction in regular education settings that was delivered by qualified personnel. (B) The child's academic achievement was repeatedly assessed at reasonable intervals that reflected formal assessment of the student's progress during instruction. (C) The assessment results were provided to the child's parent or parents. (D) The assessment results indicate that an evaluation is appropriate. K.A.R. 91-40-7(c)(2)										
(3) The parent of the child requests and gives written consent for, an evaluation of the child, and the board agrees that an evaluation of the child is appropriate. K.A.R. 91-40-7(c)(3)										

Significant Disproportionality Self-Assessment Tool – Identification

Part II: Revision of Policies, Practices, Procedures, if applicable	Provide documentation of revision for all missing or noncompliant policies, practices, and procedures. (Cite the applicable requirement to the left and add lines below as needed.)	KSDE Only Correctly revised and submitted to KSDE by the required deadline? YES/NO	KSDE Only Reviewer Comments

Part III: Publicly Posting Revised Policies, Practices, and Procedures, if applicable	Provide documentation that the LEA publicly reported on all revised policy, practice, and/or procedures. (Cite the applicable requirement to the left and add lines below as needed.)	KSDE Only Revised PPP publicly reported and submitted by the required deadline? YES/NO

Significant Disproportionality Self-Assessment Tool – Identification

Related Requirements Section 2: Evaluations

Part I: Review of Policies, Practices & Procedures for the Related IDEA Requirement	Step One Is there evidence that a compliant LEA Policy and/or Procedure is in place? YES/NO	If YES Provide specific reference (document, section, and page) to the policy and/or procedure.	If NO Briefly describe the noncompliance.	Is this contributing to the LEAs identified disproportionality? YES/NO	Step Two Is there evidence that the LEA Practices are consistent with the regulatory requirement? YES/NO	If YES Provide specific reference to or statement of the evidence (i.e., file, interview, observation)	If NO Briefly describe the noncompliance.	Is this contributing to the LEAs identified disproportionality? YES/NO	KSDE Only Timely submitted and responses verified by KSDE? YES/NO	KSDE Only Reviewer Comments
Does the district have and make known to families and district staff the procedures for requesting an initial evaluation? K.A.R. 91-40-7(c)										
Does the district conduct initial evaluations within state established timelines? K.S.A. 72-3428(f)-(g)										
Does the district conduct reevaluations when it determines that the educational or related services needs, including improved academic achievement and functional performance of the child warrant a reevaluation? K.S.A. 72-3428(h)(1)										
Does the district conduct reevaluations at least once every three years, unless the parents and the district agree that a reevaluation is unnecessary? K.S.A. 72-3428(h)(2)										

Significant Disproportionality Self-Assessment Tool – Identification

Part I: Review of Policies, Practices & Procedures for the Related IDEA Requirement	Step One Is there evidence that a compliant LEA Policy and/or Procedure is in place? YES/NO	If YES Provide specific reference (document, section, and page) to the policy and/or procedure.	If NO Briefly describe the noncompliance.	Is this contributing to the LEAs identified disproportionality? YES/NO	Step Two Is there evidence that the LEA Practices are consistent with the regulatory requirement? YES/NO	If YES Provide specific reference to or statement of the evidence (i.e., file, interview, observation)	If NO Briefly describe the noncompliance.	Is this contributing to the LEAs identified disproportionality? YES/NO	KSDE Only Timely submitted and responses verified by KSDE? YES/NO	KSDE Only Reviewer Comments
In conducting the evaluation, the agency shall:										
(1) Use a variety of assessment tools and strategies to gather relevant functional, developmental and academic information, including information provided by the parent, that may assist in determining whether the child is an exceptional child and the content of the child's individualized education program, including information related to enabling the child to be involved, and progress, in the general education curriculum or, for preschool children, to participate in appropriate activities;										
(2) not use any single measure or assessment as the sole criterion for determining whether a child is an exceptional child or determining an appropriate educational program for the child;										
(3) use technically sound instruments that may assess the relative contribution of cognitive and behavioral factors, in addition to physical or developmental factors; and										

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(4) in determining whether a child has a specific learning disability, not be required to take into consideration whether the child has a severe discrepancy between achievement and intellectual ability, and may use a process that determines if the child responds to scientific, research-based intervention as part of the child's evaluation K.S.A. 72-3428(b)										
Assessments and other evaluation materials used to assess a child under this section: Are selected and administered so as not to be discriminatory on a racial or cultural basis; K.S.A. 72-3428(c)(1)										
Are provided and administered in the language and form most likely to yield accurate information on what the child knows and is able to do academically, developmentally and functionally, unless it is not feasible to so provide or administer; K.S.A. 72-3428(c)(1)										
Assessment tools and strategies that provide relevant information that directly assists persons in determining the educational needs of the child are provided; K.S.A. 72-3428(c)(3)										

Significant Disproportionality Self-Assessment Tool – Identification

Part I: Review of Policies, Practices & Procedures for the Related IDEA Requirement	Step One Is there evidence that a compliant LEA Policy and/or Procedure is in place? YES/NO	If YES Provide specific reference (document, section, and page) to the policy and/or procedure.	If NO Briefly describe the noncompliance.	Is this contributing to the LEAs identified disproportionality? YES/NO	Step Two Is there evidence that the LEA Practices are consistent with the regulatory requirement? YES/NO	If YES Provide specific reference to or statement of the evidence (i.e., file, interview, observation)	If NO Briefly describe the noncompliance.	Is this contributing to the LEAs identified disproportionality? YES/NO	KSDE Only Timely submitted and responses verified by KSDE? YES/NO	KSDE Only Reviewer Comments
The assessments of any child who transfers from another agency during the school year are coordinated with the child's prior school, as necessary and as expeditiously as possible, to ensure prompt completion of an evaluation begun by the prior school. K.S.A. 72-3428(c)(4)										
Each child shall be assessed in all areas related to a suspected exceptionality, including, if appropriate, health, vision, hearing, social/emotional status, general intelligence, academic performance, communicative status, and motor abilities. K.A.R. 91-40-9 (b)(1)										

Significant Disproportionality Self-Assessment Tool – Identification

Part II: Revision of Policies, Practices, Procedures, if applicable	Provide documentation of revision for all missing or noncompliant policies, practices, and procedures. (Cite the applicable requirement to the left and add lines below as needed.)	KSDE Only Correctly revised and submitted to KSDE by the required deadline? YES/NO	KSDE Only Reviewer Comments

Part III: Publicly Posting Revised Policies, Practices, and Procedures, if applicable	Provide documentation that the LEA publicly reported on all revised policy, practice, and/or procedures. (Cite the applicable requirement to the left and add lines below as needed.)	KSDE Only Revised PPP publicly reported and submitted by the required deadline? YES/NO

Significant Disproportionality Self-Assessment Tool – Identification

Related Requirements Section 3: Eligibility Determinations

Part I: Review of Policies, Practices & Procedures for the Related IDEA Requirement	Step One Is there evidence that a compliant LEA Policy and/or Procedure is in place? YES/NO	If YES Provide specific reference (document, section, and page) to the policy and/or procedure.	If NO Briefly describe the noncompliance.	Is this contributing to the LEAs identified disproportionality? YES/NO	Step Two Is there evidence that the LEA Practices are consistent with the regulatory requirement? YES/NO	If YES Provide specific reference to or statement of the evidence (i.e., file, interview, observation)	If NO Briefly describe the noncompliance.	Is this contributing to the LEAs identified disproportionality? YES/NO	KSDE Only Timely submitted and responses verified by KSDE? YES/NO	KSDE Only Reviewer Comments
Upon completion of the administration of assessments and other evaluation materials: (1) The determination of whether the child is an exceptional child shall be made by a team of qualified professionals and the parent of the child in accordance with this section; and K.S.A. 72-3428(e)										
(2) A copy of the evaluation report and the documentation of determination of eligibility shall be given to the parent. K.S.A. 72-3428(e)										
In making a determination of eligibility under this section, a child shall not be determined to be an exceptional child if the determinant factor for such determination is lack of instruction in reading, including instruction using the essential components of reading instruction, math or limited English proficiency. K.S.A. 72-3428(f)										

Significant Disproportionality Self-Assessment Tool – Identification

Part II: Revision of Policies, Practices, Procedures, if applicable	Provide documentation of revision for all missing or noncompliant policies, practices, and procedures. (Cite the applicable requirement to the left.)	KSDE Only Correctly revised and submitted to KSDE by the required deadline? YES/NO	KSDE Only Reviewer Comments

Part III: Publicly Posting Revised Policies, Practices, and Procedures, if applicable	Provide documentation that the LEA publicly reported on all revised policy, practice, and/or procedures. (Cite the applicable requirement to the left.)	KSDE Only Revised PPP publicly reported and submitted by the required deadline? YES/NO

Significant Disproportionality Self-Assessment Tool – Identification

Related Requirements Section 4: Procedural Safeguards

Part I: Review of Policies, Practices & Procedures for the Related IDEA Requirement	Step One Is there evidence that a compliant LEA Policy and/or Procedure is in place? YES/NO	If YES Provide specific reference (document, section, and page) to the policy and/or procedure.	If NO Briefly describe the noncompliance.	Is this contributing to the LEAs identified disproportionality? YES/NO	Step Two Is there evidence that the LEA Practices are consistent with the regulatory requirement? YES/NO	If YES Provide specific reference to or statement of the evidence (i.e., file, interview, observation)	If NO Briefly describe the noncompliance.	Is this contributing to the LEAs identified disproportionality? YES/NO	KSDE Only Timely submitted and responses verified by KSDE? YES/NO	KSDE Only Reviewer Comments
The parents of a child with a disability are provided written notice a reasonable time before the public agency propose or refuses to initiate or change the identification or evaluation of a child. K.S.A. 72-3430(b)(2)										
The contents of such notice include a description of any evaluation procedures such agency proposes to conduct. K.S.A. 72-3428(b)										
The notification is written in language understandable to the general public, provided in the native language of the parents if feasible to do so, and the parents understand the content of the notice. K.A.R. 91- 40-26(b)										

Significant Disproportionality Self-Assessment Tool – Identification

Part II: Revision of Policies, Practices, Procedures, if applicable	Provide documentation of revision for all missing or noncompliant policies, practices, and procedures.	KSDE Only Correctly revised and submitted to KSDE by the required deadline? YES/NO	KSDE Only Reviewer Comments

Part III: Publicly Posting Revised Policies, Practices, and Procedures, if applicable	Provide documentation that the LEA publicly reported on all revised policy, practice, and/or procedures.	KSDE Only Revised PPP publicly reported and submitted by the required deadline? YES/NO

Related Requirements Section 5: Related General Institutional Policies, Practices, Procedures - *Identification*

Part I: Review of Policies, Practices & Procedures for the Related IDEA Requirement	Step One Is there evidence that a compliant LEA Policy and/or Procedure is in place? YES/NO	If YES Provide specific reference (document, section, and page) to the policy and/or procedure.	If NO Briefly describe the noncompliance.	Is this contributing to the LEAs identified disproportionality? YES/NO	Step Two Is there evidence that the LEA Practices are consistent with the regulatory requirement? YES/NO	If YES Provide specific reference to or statement of the evidence (i.e., file, interview, observation)	If NO Briefly describe the noncompliance.	Is this contributing to the LEAs identified disproportionality? YES/NO	KSDE Only Timely submitted and responses verified by KSDE? YES/NO	KSDE Only Reviewer Comments
Do district policies and procedures in curriculum and instruction incorporate awareness of the ways in which race, ethnicity, culture, social class, ability and language impact learning?										
Does the district provide professional learning and support in areas of differentiated instruction and general education supports to increase access to the general curriculum for all students?										
Do schools provide an effective system of tiered supports for all students?										
Does the district professional learning support collaboration among general and special educators?										
Does the district provide training and coaching on administering and interpreting assessment data?										
How are data on disproportionality integrated within the district and schools' continuous improvement and planning processes?										

Significant Disproportionality Self-Assessment Tool – Identification

Part II: Revision of Policies, Practices, Procedures, if applicable	Provide documentation of revision for all missing or noncompliant policies, practices, and procedures. (Note: This part required only if the general education policy, practice, or procedure was determined noncompliant with the IDEA.)	KSDE Only Correctly revised and submitted to KSDE by the required deadline? YES/NO	KSDE Only Reviewer Comments

Part III: Publicly Posting Revised Policies, Practices, and Procedures, if applicable	Provide documentation that the LEA publicly reported on all revised policy, practice, and/or procedures. (This part required only if the general education policy, practice, or procedure was determined noncompliant with the IDEA.)	KSDE Only Revised PPP publicly reported and submitted by the required deadline? YES/NO

Significant Disproportionality Self-Assessment Tool – Identification
Related Requirements Section 6:

LEA Certification of Accuracy
By submitting this form, I verify that the information provided in this report is accurate.

Name of LEA Representative Submitting this Report	Date
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KSDE USE ONLY
Self-Assessment Tool Review KIAS Compliance Processing
Any LEA identified with noncompliance is required to take specific corrective actions to timely correct the finding of noncompliance as soon as possible and in no case more than one year from the state’s identification of the noncompliance. The correction of noncompliance includes updating relevant policies, procedures, and/or practices.

Compliance Determination based on Self-Assessment Tool: The LEA has been identified as having noncompliance with the following IDEA requirement(s):

COMPLIANT
No Corrections Required

NONCOMPLIANT
Updated Police, Procedures, and/or Practices Required

Comments:

KSDE USE ONLY
Date: KSDE Initial Compliance Notification sent to LEA

Date: Initial Compliance Notification sent to LEA _____
(Use this field if correction of noncompliance required. If correction of noncompliance is not required after initial review, use the KSDE Final Compliance Notification sent to LEA field below.)

KSDE USE ONLY
Correction of Noncompliance Review

Date: Correction of Noncompliance due to KSDE _____

Date: Correction of Noncompliance Submitted _____

Date: KSDE review of correction of updated policies, practices, and/or procedures _____

KSDE USE ONLY
Final Compliance Determination

COMPLIANT
Correction of polices, practices
and/or procedures reviewed by KSDE
and completed within timeframe

NONCOMPLIANT
Noncompliance still not corrected – further revisions
required to policies, practices, and/or procedures

Comments:

Date: KSDE Final Compliance Notification sent to LEA _____