

Special Education Policies and Procedures Guide to Submission Process

Introduction

The Ohio Department of Education and Workforce (the Department) Special Education Model Policies and Procedures provides a model for educational agencies to either adopt or a basis to create their own. The Special Education Model Policies and Procedures reflect existing regulations and explain procedural mechanisms; however, individual educational agencies have discretion and flexibility to enhance these Special Education Model Policies and Procedures in order to meet the needs of students and staff. It is the educational agency's responsibility to ensure the students' rights as written in the procedural safeguards are included when creating contracts or written agreements with other educational agencies or entities.

If an educational agency decides to adopt the Department's Special Education Model Policies and Procedures, the educational agency agrees to the written policies and procedures in accordance with the Individuals with Disabilities Education Improvement Act of 2004 (IDEA) and the Ohio Operating Standards for Ohio Educational Agencies Serving Children with Disabilities (hereafter referred to as the "Operating Standards"). The educational agency also agrees to use the [required special education forms](#) as stated on the Department's website. This document, while comprehensive, does not include every requirement set forth in the IDEA, the regulations implementing IDEA, the Operating Standards, the Ohio Revised Code (ORC), and/or the Ohio Administrative Code (OAC). The educational agency recognizes its obligation to follow these laws, regardless of whether their provisions are restated in the Special Education Model Policies and Procedures.

In accordance with Ohio Revised Code 3323.02, the Department may require any state or local agency to provide documentation that special education and related services for children with disabilities provided by the agency are in compliance with the requirements of this chapter.

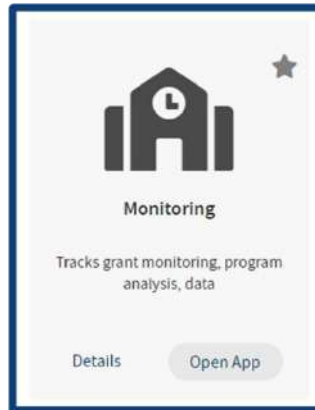
Notification

In accordance with federal IDEA 34 CFR 300.201, Ohio Revised Code 3323.08, and Ohio Administrative Code 3301-51-01, each educational agency is required to adopt and implement written policies and procedures approved by the Department. Districts are required to notify the Department of their special education policies and procedures each school year through the [Monitoring System](#). If an educational agency decides to create their own Special Education Model Policies and Procedures, there will be an option for the educational agency to upload these policy and procedures for the Department to review and approve. Any educational agency that creates their own Special Education Model Policies and Procedures will be required to incorporate any updates and changes into their own policies and procedures provided by the Department. Verification of local school board approval of

policies and procedures is required to be uploaded for all educational agencies annually. Annual due date is Nov. 30.

Where to start

- Log into your Ohio/ID account
- Click on the **Monitoring Tile**



No Monitoring Tile?

If you do not have a Monitoring Tile on your Ohio/ID, please contact your OEDS Administrator and request one of the following roles as appropriate:

- Superintendent
- Treasurer
- Data Entry-Compliance
- Supervisor-Special Education-General
- Director-Special Education-General, or
- Special Education Contact

Navigating the System

- After clicking on the Monitoring Tile, you will see the **Monitoring Dashboard**
- On the left side of the screen, you will see a list of programs associated to your educational agency's IRN
- Under **Organization**, you may have to select the appropriate IRN if you have permissions for multiple entities
- Under Program, choose **Special Education Model Policies and Procedures**

Basic Search

- After clicking on Special Education Model Policies and Procedures, you will come to the **Search Screen**.
- The IRN number that you selected will auto-populate in the field.
- Click on the red **Search** button to obtain results for any IRN for which a survey has been identified.

Search Results

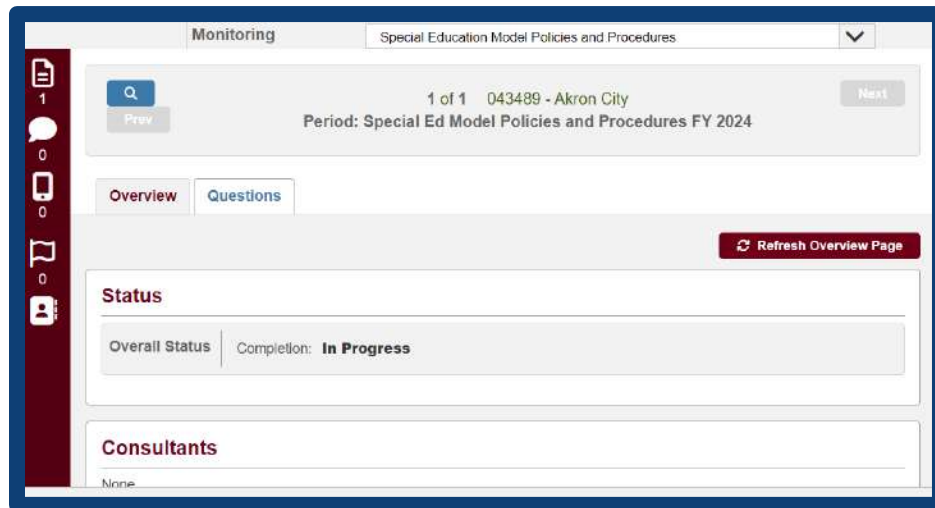
- After clicking **Search**, you will see your survey.

- Overall Completion Status is a quick way to see if your survey is Not Started, Started, In Progress, or Completed.
- Click on the hyperlink to view the survey.

Overview

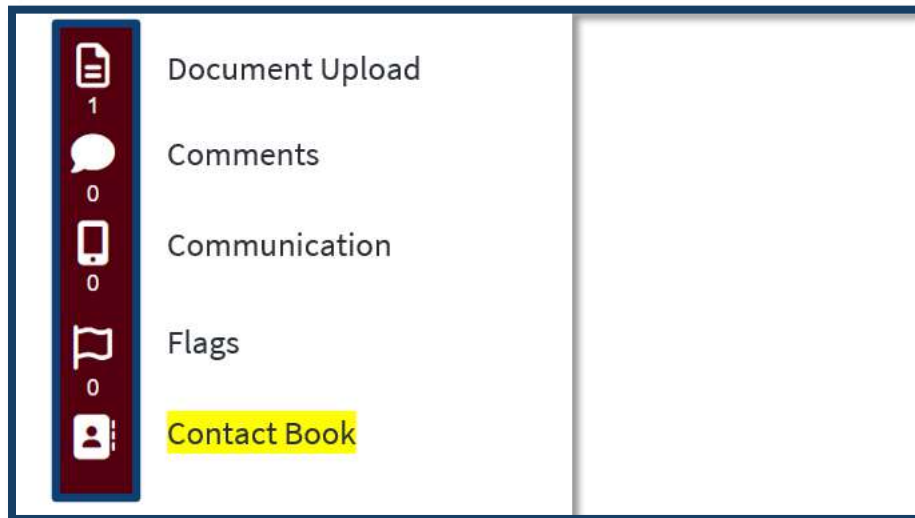
Under the Overview tab, you will see the following sections:

- Survey Status
- Consultant: the name of the Department consultant assigned to the survey
- Survey Type: details on the survey, including name, completion status, due date
- Number of Documents: any comments made
- Number of Comments: communications sent



Navigation Tools

There are a set of Navigation Tools available on this landing page (see below). They include-



Contact Book

The contact book lists both the Department Contacts and the Educational Agencies contacts who have access to the survey.

SAFE Roles		043489 - Akron City (ContactType: Organization)	
<input type="checkbox"/> Assigned Only		Name(s)	Role
Name	Role	Jane Doe	Data Entry-Compliance
Jody Beall	CCIP MOE Special Education Administrator	James Doe	Data Entry-Compliance
	PACTS Special Education Grant Monitor	George Handyman	Coordinator-Special Education-General
MOLLY CAIRNEY	CCIP MOE Special Education Administrator	Jane Doe	Superintendent Designee
	PACTS Special Education Grant Monitor	Miranda Smith	Data Entry-Compliance
JACLYN CARLIN	PACTS Special Education Grant Monitor	Bart Hardy	Superintendent Designee
Stacey Callahan	CCIP MOE Special Education Administrator		
	PACTS Special Education Grant Monitor		

Survey Questions

To find the survey questions, you will need to click on the **Questions** tab from the **Overview** page.

1 of 1 043489 - Akron City
Period: Special Ed Model Policies and Procedures FY 2024

Overview Questions

Refresh Overview Page

Status

You will then click on Start Survey.

Survey List			
Survey Plan(s)	Started Date	Last Updated	Completion Status
Special Education Model Policies and Procedures			Start Survey

Under the Survey List, there are two tabs: **Sections** and **Questions**.

Sections Hide Sections

* Required * Recommended LEA DEPT

* State Model Policies and Procedures

* DEW Approvals and Return Notes

Questions

Special Education Model Policies and Procedures

Prev Section State Model Policies and Procedures LEA DEPT Next Section

Create Issue(s)/TA(s)

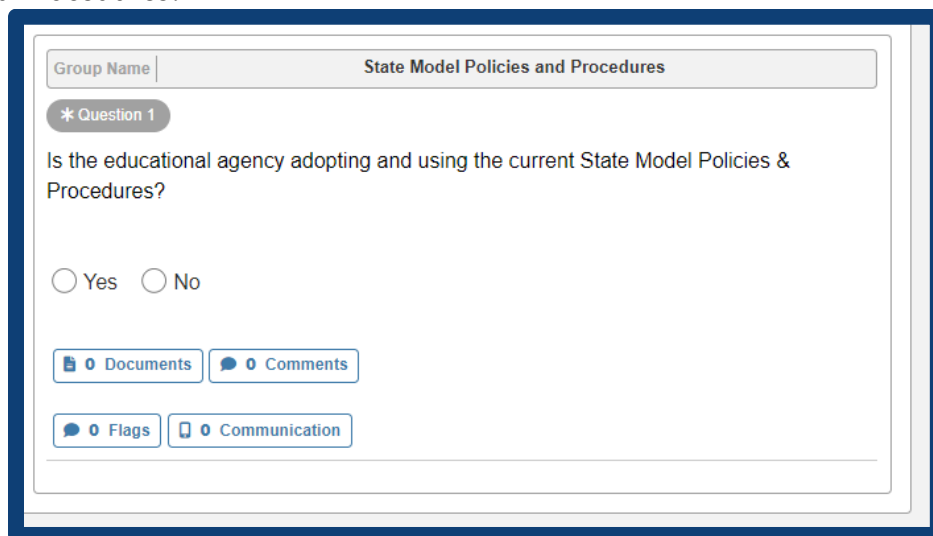
Questions * Required * Recommended

1/0

Next you will see the questions.

Question #1

Question #1 reads “is the educational agency adopting and using the current State Model Policies and Procedures?”

A screenshot of a web-based form titled "State Model Policies and Procedures". At the top, there is a "Group Name" field with the text "State Model Policies and Procedures". Below this is a section for "Question 1" which asks "Is the educational agency adopting and using the current State Model Policies & Procedures?". There are two radio button options: "Yes" and "No". Below the radio buttons are four buttons: "Documents" (with a document icon and a count of 0), "Comments" (with a speech bubble icon and a count of 0), "Flags" (with a speech bubble icon and a count of 0), and "Communication" (with a speech bubble icon and a count of 0). The entire form is enclosed in a blue border.

Using the state model policies and procedures

If you are planning to use the state Special Education Model Policies and Procedures:

- You will click ‘yes’ for question #1 and move to question #2

A screenshot of a web-based form titled "Question 2" which asks "Has your Board approved adoption of state model policy and procedures?". There are two radio button options: "Yes" and "No". Below the radio buttons are four buttons: "Documents" (with a document icon and a count of 0), "Comments" (with a speech bubble icon and a count of 0), "Flags" (with a speech bubble icon and a count of 0), and "Communication" (with a speech bubble icon and a count of 0). To the right of these buttons is a row of five icons: a green checkmark, a red prohibition sign, a yellow warning triangle, a black circle with a white dot, and a grey hourglass. The entire form is enclosed in a blue border.

Question #2: Board approval

- If no, your board has not given approval to use the state Special Education Model Policies and Procedures, you will need to obtain approval and return to this question once you have this approval.

*** Question 2** 

Has your Board approved adoption of state model policy and procedures?

☐ Yes ☒ No

1. Obtain approval of the adoption of the state model policy and procedures from your Board.
2. Upload a copy of the Board Minutes showing approval of adoption of state model policy and procedures.
3. Submit this survey.

 0 Documents  0 Comments  0 Flags

 0 Communication

- If yes, your board has given approval to use the state Special Education Model Policies and Procedures, you will click 'yes' and upload your approval document.

*** Question 2** 


Has your Board approved adoption of state model policy and procedures?

☒ Yes ☐ No

1. Upload a copy of Board minutes showing approval of adoption of state model policy and procedure.
2. Submit this survey.


 0 Documents  0 Comments  0 Flags

 0 Communication

Document Upload




To upload your board approval, click on the **Documents** button under Question #2.


*** Question 2** 






Has your Board approved adoption of state model policy and procedures?

☒ Yes ☐ No

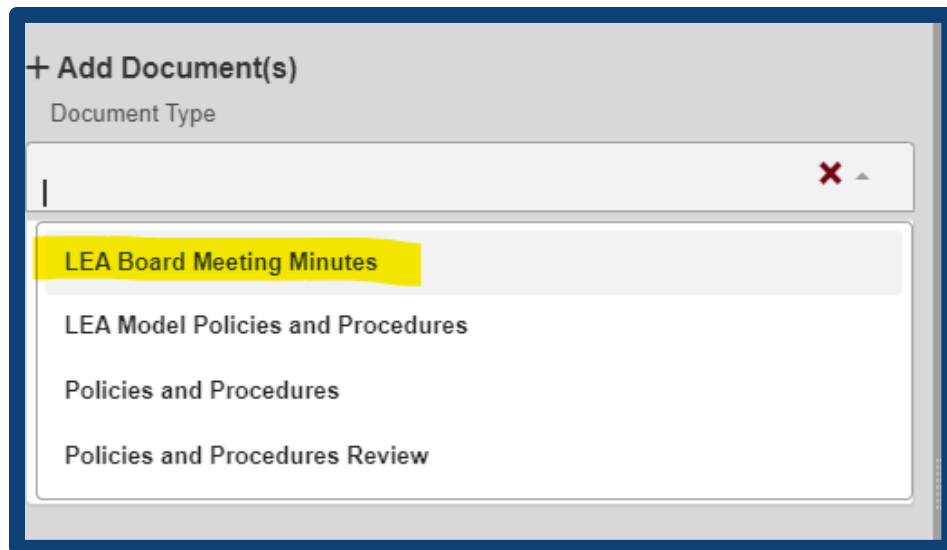
1. Upload a copy of Board minutes showing approval of adoption of state model policy and procedure.
2. Submit this survey.

 0 Documents  0 Comments  0 Flags

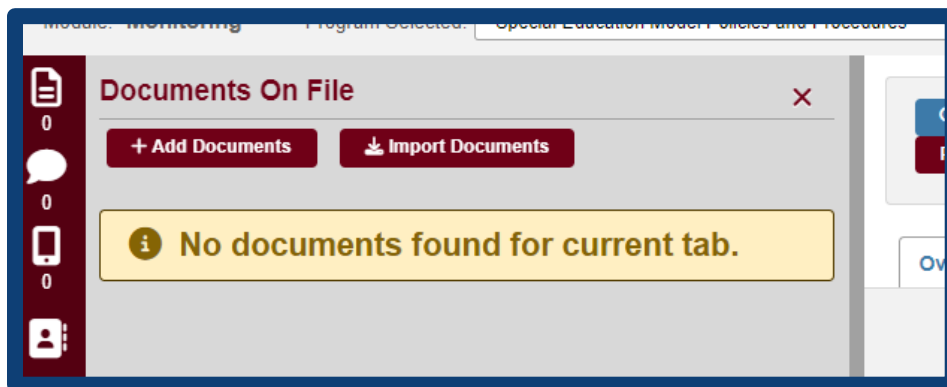
 0 Communication

Select the **Document Type** that is being uploaded.



The system will open a flyout menu on the left side of the screen. Click on **Add Documents**.



- Files can be dragged from a folder on your computer to the system, or you can click in the upload box to open a screen to browse for the file.
- Upon drag/selection, the **Queue Process** will show when the file is uploaded
- Once uploaded, click '**Close Add Documents**'.

Document Type

LEA Board Meeting Minutes

Drag file(s) here to upload or click here to browse for files.

Queue progress

- Under Document Type drop down list select the document type you would like to have the document(s) you would have the files listed under.
- You may select up to 5 documents at a time to upload.
- Drag file from file window to the Drag and Drop window to add the file to the Documents list.
- Maximum file size is 100 MB
- Only the following file extensions are accepted
.doc, .docx, .gif, .jpeg, .jpg, .mht, .mp3, .msg, .pdf, .png, .ppt, .pptx, .txt, .wav, .x-png, .xls, .xlsb, .xlsx, .zip

Close Add Documents

Once the window closes, your document will now show in the **Documents on File** window.

Documents On File

+ Add Documents Import Documents

Filter Documents

Document List

Delete Document(s)

Doc Name	Doc Type	Date	Status	Delete
DEW Teams Background.png	LEA Board Meeting Minutes	08/05/2024	Not Reviewed	<input type="checkbox"/>

< Previous Results 1 Next Results >

Submitting the Survey

- Once you have uploaded documents, go back to the top of the screen and change the **Completion Status** to '**Submitted**'.

Survey List

Survey Plan(s)	Started Date	Last Updated	Completion Status
Special Education Model Policies and Procedures	10/11/2024	10/11/2024	Submitted

You will get an error if your documentation is not uploaded.

Please upload required document(s) for Section 1 Question 2.

Completion for adopting the state Special Education Model Policies and Procedures

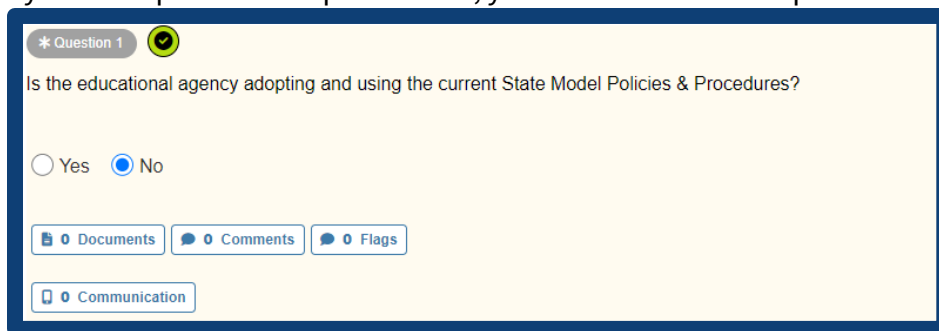
Once you have changed the status to 'submitted', the Department will review the board approval and contact you with any questions or concerns. If not, your actions are complete.

Using Educational Agency created special education model policies and procedures

If you are using model policies and procedures that were created by your educational agency, you will be required to submit a draft of these policies and procedures for the Department to review.

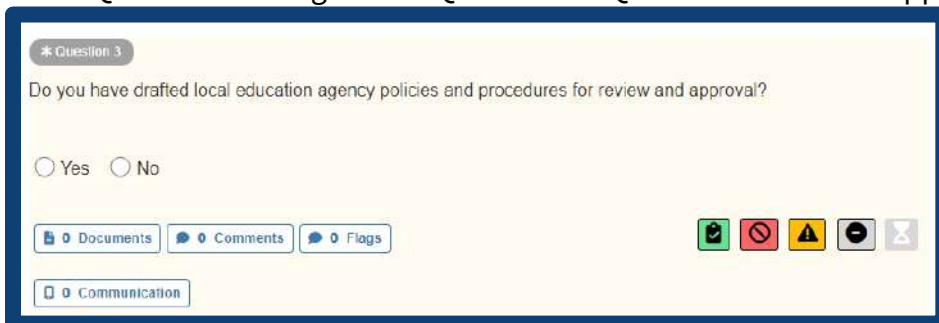
Question #1

If you create your own policies and procedures, you will select 'no' for question 1.

A screenshot of a web form for "Question 1". The question text is "Is the educational agency adopting and using the current State Model Policies & Procedures?". Below the text are two radio button options: "Yes" and "No". The "No" option is selected, indicated by a blue dot. Below the radio buttons are four buttons: "Documents" (with a document icon), "Comments" (with a speech bubble icon), "Flags" (with a flag icon), and "Communication" (with a speech bubble icon). The "Documents" button shows "0 Documents", "Comments" shows "0 Comments", and "Flags" shows "0 Flags".

Question #3

Answering 'no' to Question #1 will generate Question #3. Question #2 will be skipped.

A screenshot of a web form for "Question 3". The question text is "Do you have drafted local education agency policies and procedures for review and approval?". Below the text are two radio button options: "Yes" and "No". Both are unselected. Below the radio buttons are four buttons: "Documents" (with a document icon), "Comments" (with a speech bubble icon), "Flags" (with a flag icon), and "Communication" (with a speech bubble icon). The "Documents" button shows "0 Documents", "Comments" shows "0 Comments", and "Flags" shows "0 Flags". To the right of these buttons is a row of five icons: a green checkmark, a red circle with a slash, a yellow triangle with an exclamation mark, a grey circle with a diagonal line, and a grey hourglass.

No model policies and procedures draft

- Select 'no' to Question #3
- Create your draft

- Follow the **Document Upload** instructions (provided in the Document Upload Section of this document) to upload the drafted policies to the survey under Question #3.
- Then change your answer to Yes (Question #3) and **submit**.

Question 3

Do you have drafted local education agency policies and procedures for review and approval?

☐ Yes ☒ No

1. Draft local education agency policies and procedures.
2. Upload that draft with this survey
3. Submit the survey to the Department for review and approval.

Documents Comments Flags Communication

Draft model policies and procedures

- Select 'yes' to Question #3.
- Follow the **Document Upload** instruction to upload the drafted policies to the survey under Question #3.
- Then **Submit** following the instructions in this document in the Submitting the Survey section.

Question 3

Do you have drafted local education agency policies and procedures for review and approval?

☒ Yes ☐ No

1. Upload copy of drafted local education agency policies and procedures for Department review and approval.
2. Submit this survey.

Documents Comments Flags Communication

Department Review

- The Department will review the submitted draft policies and procedures.
- Based upon the review, the survey may be returned with comments to revise the draft and resubmit for review.
- This status is shared with the district via the section of the survey called **DEW Approvals and Notes**.

Group Name DEW Approvals and Notes

Question 1

Are the Local Policy and Procedures Approved by DEW?

☒ Yes ☐ No

Documents Comments Flags Communication

Revisions Required

- Your survey will be returned by the Department if revisions are needed.
- Question #1 under DEW **Approvals and Notes** will provide feedback on what revisions are needed.

Group Name | DEW Approvals and Notes

* Question 1

Are the Local Policy and Procedures Approved by DEW?

☐ Yes ☒ No

LEA ACTION:

1. Review DEW Return Notes below for adjustments required.
2. Resubmit survey for review and approval.

DEW Return Notes for LEAs:

0 / 8000 Max Character Count

Documents Comments Flags Communication

- Make changes to your policies and procedures.
- **Upload** the revised draft when edited.
- **Resubmit** the survey
- Please note that depending on the changes, there may be several iterations of requests for revisions.
- When no more revisions are required, the Department will change the answer to Question #1 indicating that they are approved by the Department. The survey will be returned to you so that you may obtain board approval.

No revisions necessary

- Your survey will be returned by the Department. Please check under Question #1 to see if there is any feedback.
- Obtain approval of your local model policies and procedures from your school board.
- Once approved, you will upload the documentation of approval following the **Document Upload** process.
- **Resubmit** your survey.

Group Name | DEW Approvals and Notes

* Question 1

Are the Local Policy and Procedures Approved by DEW?

☒ Yes ☐ No

LEA ACTION:

1. Review DEW Return Notes below for any additional info.
2. Upload Board minutes showing approval of adoption of Local Educational Agency model policy and procedures.
3. Resubmit survey.

DEW Return Notes for LEAs:

0 / 8000 Max Character Count



Documents Comments Flags Communication

Final Survey Status

Once you have model policies and procedures that have been:

- Reviewed and approved by the Department AND
- Had board approval uploaded to the survey

Your survey will have a final status of Closed. No more action is required.

Survey List			
Survey Plan(s)	Started Date	Last Updated	Completion Status
Special Education Model Policies and Procedures	08/01/2024	10/15/2024	Closed  

Questions about the Monitoring System log in, navigation, or submission

Phil Steffanni, Education Program Specialist
IDEA Resource Management
philip.steffanni@education.ohio.gov
614-466-5739

Frequently Asked Questions

1. Which boards must adopt the new model policies and procedures?

All educational agencies. Educational agency means (OAC 3301-51-01):

- School districts, including school districts of service, open enrollment school districts, community schools, the Ohio department of youth services, and joint vocational school districts;
- Juvenile justice facilities, educational service centers, county boards of developmental disabilities; and
- Any department; division; bureau; office; institution; board; commission; committee; authority; or other state or local agency, other than a school district or an agency administered by the department of developmental disabilities, that provides or seeks to provide special education or related services to children with disabilities, unless Chapter 3323. of the Revised Code, or a rule adopted by the state board of education specifies that another school district, other educational agency, or other agency, department, or entity is responsible for ensuring compliance with Part B of the IDEA.

2. Can a district continue to use old model policies and procedures?

No. Any old special education model policies and procedures are not compatible with the updated Operating Standards for the Education of Children with Disabilities.

3. Must board rescind their old policies and procedures?

Yes. Any old special education model policies and procedures are not compatible with the updated Operating Standards for the Education of Children with Disabilities.

4. Will a statewide parent notice be provided?

Yes. The Department is working on updating and aligning the Procedural Safeguards document known as the Guide to Parent Rights.