



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



JENNIFER M. GRANHOLM
GOVERNOR

THOMAS D. WATKINS, JR.
SUPERINTENDENT OF
PUBLIC INSTRUCTION

Memorandum

To: Intermediate School District Directors of Special Education
State Agency Directors
State Agency Staff Responsible for Monitoring

From: Jacquelyn J. Thompson, Ph.D., Director
Office of Special Education and Early Intervention Services

Date: June 4, 2004

Subject: Annual Special Education Monitoring Reports 2003-2004

Each intermediate school district (ISD) and state agency not monitored by the Michigan Department of Education (MDE), Office of Special Education and Early Intervention Services (OSE/EIS) for school year 2003-2004, is required to submit an annual report. This report consists of the following:

- Annual Monitoring Report (Section 11, Page 2, MMM)
This section contains assurances that special education monitoring occurred and must be verified with a signature of the ISD/state agency staff person responsible for monitoring and the ISD Special Education Director/State Agency Superintendent.
- Systemic Issues identified in LEAs/state facilities (Section 11, Page 3, MMM)
Note: The ISD/state agency systemic issue(s) may be submitted to fulfill this requirement.
- Parent Survey Results (Section 11, Page 4, MMM)
Note: This is a compilation of results from all parent surveys conducted within the year.

This annual Monitoring Report must be received by June 30, 2004.

If there are any questions, please contact Ms. Kathy Barker at (517) 373-7169. Copies of the forms are enclosed for your convenience and to facilitate your response.

JTT:KB:cah

Attachments

OSE/EIS 04-10

STATE BOARD OF EDUCATION

KATHLEEN N. STRAUS – PRESIDENT • HERBERT S. MOYER – VICE PRESIDENT
CAROLYN L. CURTIN – SECRETARY • JOHN C. AUSTIN – TREASURER
MARIANNE YARED MCGUIRE – NASBE DELEGATE • ELIZABETH W. BAUER
REGINALD M. TURNER • EILEEN LAPPIN WEISER

608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909
www.michigan.gov/mde • (517) 373-3324