



Request for Change in Previously Approved Intermediate School District (ISD) Special Education Plan

An intermediate school district (ISD) may submit a clarification or modification to its ISD Plan for the Delivery of Special Education Programs and Services (ISD Plan).

Author: Michigan Department of Education, Office of Special Education

Last updated: 3/31/17

Clarifications

Clarifications may be requested if there is old information to be updated or an issue in the ISD Plan that is not easily understood and which does not affect the ISD delivery system. Clarifications do not need approval from the State Superintendent.

Clarifications do not require signatures from the superintendents of the local school districts or parent advisory committee (PAC). However, signatures are required if a public school academy is being added or removed.

Adding or Removing a Public School Academy

An ISD may request a clarification to add or remove a PSA from the ISD Plan when necessary. PSA clarifications require the signature of the ISD superintendent. If a PSA is added, the clarification must also include the signature of the PSA chief executive officer.

Submitting Clarifications to the OSE

The ISD special education director shall email the following to Nancy Rotarius at rotariusn@michigan.gov:

1. An electronic copy of the page(s) to be clarified.
2. An electronic copy of the new plan in its entirety. Indicate on each page if it is "old" (i.e., unchanged) or if it is "new" (i.e., updated with the clarification).
3. An electronic copy of the "Request for Change in Previously Approved Special Education Plan" form, signed and dated by the ISD special education director (see form below).



Additionally, for PSA clarifications:

4. ISD Superintendent Signature Page for ISD Plan Approval for PSA Clarification (available on the [OSE website](http://michigan.gov/ose-eis) (michigan.gov/ose-eis)), signed and dated by the ISD superintendent, indicating the ISD Board of Education’s approval.
5. Public School Academy Signature Page for ISD Plan Clarifications (available on the [OSE website](http://michigan.gov/ose-eis) (michigan.gov/ose-eis)), signed and dated by the PSA chief executive officer to affirm being informed of the rights and responsibilities pertaining to ISD plans.

Note: The OSE will review the ISD Plan in its entirety as part of the review process for a clarification.

Modifications

Modifications are required if the ISD wishes to make changes to the delivery of special education programs and services as described within the ISD Plan. Modifications require signatures of the ISD superintendent, the PAC chairperson, and all local school district superintendents per Rule 340.1835. Modification(s) and signature pages must be attached to all copies of ISD Plans disseminated to the superintendents of the local school districts, chief executive officers of PSAs, PAC members, and all subsequent copies distributed after submission of the modification(s) to the OSE.

Submitting Modifications to the OSE

The ISD special education director shall email the following to Nancy Rotarius at rotariusn@michigan.gov:

1. An electronic copy of the page(s) to be modified.
2. An electronic copy of the new plan in its entirety. Indicate on each page if it is “old” (i.e., unchanged) or if it is “new” (i.e., updated with the modification).
3. An electronic copy of the “Request for Change in Previously Approved Special Education Plan” form, signed and dated by the ISD special education director (see form below).
4. ISD Superintendent Signature Page for ISD Plan Approval for Modification (available on the [OSE website](http://michigan.gov/ose-eis) (michigan.gov/ose-eis)), signed and dated by the ISD superintendent, indicating the ISD Board of Education’s approval.



5. Local School District, Public School Academy, and Parent Advisory Committee Signature Page for ISD Plan Modifications (available on the [OSE website](https://michigan.gov/ose-eis) (michigan.gov/ose-eis)), signed and dated by the local school district superintendents, the PSA chief executive officer(s), and the ISD PAC chairperson, indicating involvement with the modification(s).

Note: The OSE will review the ISD Plan in its entirety as part of the review process for a modification. Modifications require approval by the State Superintendent.



Request for Clarification or Modification of ISD Plan for the Delivery of Special Education Programs and Services

ISD Request Information

ISD name:

Date submitted:

Indicate the type of change(s) being requested. Only select "clarification" if all changes are clarifications. If any requested change is a modification, select "modification."

CLARIFICATION

Change(s) **will not** affect a substantive aspect of the current ISD Plan or the current delivery structure.

MODIFICATION

Change(s) **will** affect a substantive aspect of the current ISD Plan or the current delivery structure. (Modifications require the signature forms for the ISD superintendent, the ISD PAC chairperson, the local district superintendents, and the PSA chief operating officers.)

ISD Special Education Director Signature

Date



Requested Changes

Indicate the requested change below. If more space is needed, attach a separate sheet. Use additional pages for each clarification or modification.

ISD Plan Change

(1) Page Number and Section Heading:

(2) Summary of Change(s):

(3) Reason for Change(s):

(4) Program Impact (MODIFICATIONS ONLY):