

## SPECIAL EDUCATION STUDENT OVERSIGHT AGREEMENT

RSU No. 5 and Lisbon School Department hereby agree to the terms set forth below for monitoring students from RSU No. 5 who are attending Lisbon High School as tuition students and who have been identified as in need of special education or in need of referral to special education.

### A. General Oversight for All Students

Each high school student from RSU No. 5 will have a report form (Progress Report Form) and grades sent from the receiving high school to RSU No. 5 twice a year to monitor the student's progress and to keep an accurate account on transfers and dropouts. RSU shall designate a person to receive those reports.

RSU No. 5 shall be responsible for contacting each high school guidance department to acquaint them with the Progress Report Form and to instruct them on its use.

In addition, if there is a problem with the student that requires administrative intervention beyond the level of the student's teacher, the Progress Report Form will be filled out by the designated person documenting the problem. That form will be immediately forwarded to the designated individual at the sending school unit. The receiving school unit shall also place a phone call to the designated person from RSU No. 5 to ensure that the sending unit is aware of the issue.

Any action taken by the sending unit shall be documented on the Progress Report Form.

### B. Oversight of Students Referred to an IEP team for Evaluation

1. a. When a student is referred to an Individual Educational Plan (IEP) team or for evaluation, the Director of Student Services of the receiving district will notify the Director of Student Services from RSU No. 5 (or other designated official) by means of the Progress Report Form within five days of the referral.
- b. RSU No. 5 will enter the referral into the log to monitor timelines and procedures as they would K-8 referrals.
2. a. RSU No. 5 shall schedule the IEP meeting at a mutually convenient time for all parties and notify the receiving school unit and the parents as described in Student Education. Reg. § 8.5.
- b. Parents will be informed by RSU No. 5 of their procedural safeguards in accordance with Maine Special Education Regulations and will receive notification of meetings scheduled to discuss their child's school program. Any questions regarding the special education process should be directed to the Director of Student Services in the sending school unit.

- c. The Director of Student Services from RSU No. 5 will chair the IEP meetings held to review evaluations and to make determinations on identification, programming and placement.

C. Oversight of Students Identified as in Need of Special Education

- 1. a. For those students enrolled in special education, their progress will be reviewed at annual IEP meetings, through the general oversight arrangements noted above, and through IEP meetings. Either the sending or receiving school unit may initiate an IEP meeting, although RSU No. 5 shall initiate the annual IEP to review and revise the Individual Education Plan (IEP). Whichever school unit initiates the IEP meeting shall be responsible for scheduling the meeting at a mutually convenient time and for ensuring that notification requirements are met.
- b. Parents will be informed of their procedural safeguards in accordance with the Maine Special Education Regulations and will receive notification of meetings scheduled to discuss their child's school program. Questions regarding the student's progress or level of need that are raised with the receiving school unit should also be relayed to the Special Education Director of the sending school unit.
- c. Every three years, or more often if determined necessary by RSU No. 5 or the student's IEP, the student will be re-evaluated, as specified in the Special Education Regulations, at the sending school unit's expense. The process of notification will be initiated by the sending school unit.

Dated: \_\_\_\_\_

**RSU No. 5**  
\_\_\_\_\_  
Sending School Unit

**Lisbon School Department**  
\_\_\_\_\_  
Receiving School Unit

By: \_\_\_\_\_

By: \_\_\_\_\_

Adopted: November 23, 2009