



Department of
Education

2022-23 Special Education Planner

Office of Districts and Schools

Tennessee Department of Education | August 2022



Revised 9/7/22

Contact List

Office of Statewide Supports

Katie Ward	Director of Academic Support, Special Education	Katie.Ward@tn.gov	(731) 343-0591	<ul style="list-style-type: none"> Local Education Agency (LEA) planning related to students with disabilities Technical assistance for intervention programs and special education intervention Liaisons for special education supervisor study council meetings Technical assistance for access to high-quality instructional materials District partnerships for writing high-quality, instructionally appropriate individualized education programs (IAIEPs) Support for the Tennessee Investment in Student Achievement (TISA) implementation related to unique learning needs
Cindy Ables	South Central	Cynthia.Ables@tn.gov	(931) 408-4363	
Jennifer Briggs	Upper Cumberland	Jennifer.Briggs@tn.gov	(931) 319-8109	
Vacant	Southeast	TBD	TBD	
Kim Raybon	Mid-Cumberland	Kim.Raybon@tn.gov	(615) 483-7646	
April Myers	First	April.Myers@tn.gov	(423) 616-4645	
Summer Robertson	East	Summer.Robertson@tn.gov	(865) 440-0226	
Beth Meeks	Southwest	Beth.Meeks@tn.gov	(731) 991-3886	
Vacant	Northwest	TBD	TBD	

Office of Academics

Jennifer Jordan	Assistant Commissioner, Special Education and Intervention Programs	Jennifer.Jordan@tn.gov	(615) 238-1401	<ul style="list-style-type: none"> Oversight of policy, guidance, and programmatic technical assistance for the implementation of the Individuals with Disabilities Education Act (IDEA), English Learners and Immigrant Program (ESL), Response to Instruction and Intervention (RTI²), Gifted Education, Learning Acceleration, and Summer Programs Oversight of policy, guidance, and programmatic technical assistance for students with unique learning needs including students with characteristics of dyslexia Community and stakeholder engagement
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Office of Academics				
Angela Wegner	Senior Director, Special Education Programming	Angela.Wegner@tn.gov	(615) 854-0167	<ul style="list-style-type: none"> • Access to core instruction for students with disabilities • Increasingly intensive intervention • Special education instructional programming • Teaching All Students (TAS) grant project director • Coordination of the Tennessee Technical Assistance Networks (TN-TAN)
April Ebbinger	Director, School Psychology Services	April.Ebbinger@tn.gov	(615) 626-5102	<ul style="list-style-type: none"> • Disability standards • Evaluations and reevaluations • Child find for special education and 504 • School psychology services • Restraint and Isolation supports • Functional behavior assessments (FBAs) • Behavior Intervention Plans (BIPs) • Timeline extension requests
Susan Usery	Director, Special Education Programs	Susan.Usery@tn.gov	(615) 428-8812	<ul style="list-style-type: none"> • Special education intervention • Special education instructional programming • IAIEPs • Coordination of universal, targeted, and intensive special education supports and resources
Anika Chambers	Coordinator, Academic Intervention and Enrichment	Anika.Chamber@tn.gov	(615) 478-5128	<ul style="list-style-type: none"> • Academic intervention and/or enrichment practices • IAIEPs • Data-based decision making for intervention, instruction, and Individualized Education Programs (IEPs) • Instructional programming for students with intellectual giftedness • Dyslexia-specific intervention guidance and technical assistance
Alison Gauld	Coordinator, Low Incidence and Autism	Alison.Gauld@tn.gov	(615) 854-9520	<ul style="list-style-type: none"> • Teaching All Students (TAS) • Instructional practices for students with significant cognitive disabilities • Supports and instructional practices for students with autism

Office of Academics				
				<ul style="list-style-type: none"> • Information, supports, and instructional practices related to deafness, hearing impairments, visual impairment, and blindness • Diploma options: alternate academic diploma, occupational diploma, and special education diploma • Course codes and endorsement correlations • Alternate assessment and participation
Martina Stump	Coordinator, Postsecondary Readiness and Transition	Martina.Stump@tn.gov	(615) 486-8029	<ul style="list-style-type: none"> • Transition planning and goals • Post-school outcomes (student survey) • High school intervention practices • Diploma options: regular high school diploma and occupational diploma • Transition programs • Transition TN website
Vacant	Coordinator, Speech-Language and Related Services			<ul style="list-style-type: none"> • Speech, language, and related services practices (including occupational and physical therapy and assistive technology) • Evaluation and eligibility support on Speech-language impairment and communication needs • Medicaid reimbursement
Gary Smith	Director, Early Childhood Special Education	Gary.X.Smith@tn.gov	(615) 332-4888	<ul style="list-style-type: none"> • Early childhood child-find • Early childhood inclusive practices

Office of Districts and Schools: Operations				
Crystal McCarver	Operations and IDEA Data Project Manager	Crystal.McCarver@tn.gov	(629) 259-0839	<ul style="list-style-type: none"> • Operations and IDEA data project management
Zac Stone	Senior Director, Data Analysis	Zachary.Stone@tn.gov	(615) 532-9702	<ul style="list-style-type: none"> • IDEA data collection and analysis • EDPlan/EasyIEP liaison with Public Consulting Group (PCG) • State Performance Plan (SPP)/Annual performance report (APR)

				<ul style="list-style-type: none"> • APR local determinations • Significant disproportionality
Adam Rollins	IDEA Data Manager	Adam.Rollins@tn.gov	(615) 588-7140	<ul style="list-style-type: none"> • IDEA data collection and analysis • Required federal and state reporting • Statewide SPP/APR • APR local determinations • Significant disproportionality
Sheryn Ordway	EasyIEP Help Desk	Sheryn.Ordway@tn.gov	(615) 253-4027	<ul style="list-style-type: none"> • Troubleshooting EDPlan/EasyIEP issues • Support for managing EDPlan/EasyIEP student data • Suggestions for EDPlan/EasyIEP improvements
Michael Holman	Operational Support Coordinator	Michael.Holman@tn.gov	(615) 770-1064	<ul style="list-style-type: none"> • Division administrative support • Communications coordinator • Vendor maintenance

Office of Districts and Schools: Federal Programs and Oversight				
Debby Thompson	Assistant Commissioner, Federal Programs and Oversight	Deborah.Thompson@tn.gov	(615) 864-5162	<ul style="list-style-type: none"> • Oversight of monitoring and funding application processes • Oversight of ESEA guidance and technical assistance of programs
Scott Indermuehle	Senior Director, IDEA and NEP Programs	Scott.Indermuehle@tn.gov	(615) 648-9048	<ul style="list-style-type: none"> • Oversight of IDEA Coordinators • Oversight of APR Support Team • Oversight of Non-Traditional Education Program (NEP) Coordinators
Danny Bounds	Federal Programs Ombudsman	Danny.Bounds@tn.gov	(615) 917-3465	<ul style="list-style-type: none"> • Equitable Services concerning parentally placed students in private schools • Alternative Schools/Programs
Jamie Eldridge	Director, IDEA Oversight and Coordinator of 20 Most Populous Districts	jamie.Eldridge@tn.gov	(731) 697-1314	<ul style="list-style-type: none"> • Consolidated Funding Application (CFA) review and support • Technical assistance and follow-up for results-based monitoring • Technical assistance and monitoring for Comprehensive Coordinated Early Intervening Services (CCEIS) and Coordinated Early Intervening Services (CEIS) • Fiscal support for significant disproportionality
Janet Michelle Mansfield	Coordinator, IDEA West	Janet.Mansfield@tn.gov	(731) 225-3627	

Office of Districts and Schools: Federal Programs and Oversight				
Brett Printz	Coordinator, IDEA Middle	Brett.Printz@tn.gov	(615) 585-0393	<ul style="list-style-type: none"> • Technical assistance for private school proportionate share • Fiscal review and monitoring of IDEA Partnership Grants • Technical assistance and monitoring for the American Rescue Plan (ARP) for IDEA • Compensatory services fiscal support and monitoring
Melanie Lamberson	Coordinator, IDEA East	Melanie.B.Lamberson@tn.gov	(865) 323-2092	
Erin Christian	Coordinator, NEP	Erin.Christian@tn.gov	(901) 504-9627	<ul style="list-style-type: none"> • Title I, D-Subpart 1 • JDC point of contact (POC) • Data Coordination • Monitoring Coordination
Jackie Jacobson	Coordinator, NEP	Jackie.Jacobson@tn.gov	(615) 390-4549	<ul style="list-style-type: none"> • Title I, A Neglected • Title I, D-Subpart 2 • Foster Care POC
Geneva Taylor	Senior Director, Compliance	Geneva.Taylor@tn.gov	(615) 580-2039	<ul style="list-style-type: none"> • Risk Analysis • Monitoring Protocols • Results-Based Monitoring
Laura Dunn	Manager, IDEA Compliance	Laura.Dunn@tn.gov	(615) 961-1331	<ul style="list-style-type: none"> • Lead support and resources on EasyIEP monitoring platform • IEP monitoring protocol • CCEIS, CEIS, and discretionary grant monitoring
Stanley Cook	Specialist, IDEA/Perkins Monitoring Middle	Stanley.Cook@tn.gov	(615) 772-3253	<ul style="list-style-type: none"> • IEP monitoring compliance • Region-specific support to districts regarding IEPs and Perkins V • Results-based Monitoring: Perkins V
LaTrese Watson	Specialist, IDEA/Perkins Monitoring West	LaTrese.Watson@tn.gov	(615) 486-8022	
Rob Taylor	Lead Specialist, IDEA/Perkins Monitoring East	Robert.Taylor@tn.gov	(615) 829-9465	
Melissa Brown	Director, Operations and ePlan	Melissa.Brown@tn.gov	(629) 395-4684	<ul style="list-style-type: none"> • Oversight of ePlan • For ePlan support please contact ePlan.help@tn.gov

Office of Districts and Schools: Federal Programs and Oversight				
Kate Smitheal	ePlan Manager	Kate.Smitheal@tn.gov	(615) 289-6542	<ul style="list-style-type: none"> ePlan management and support For ePlan support please contact ePlan.help@tn.gov
Heather Anderson	Director IDEA APR Support Programs	Heather.Anderson@tn.gov	(615) 804-0299	<ul style="list-style-type: none"> Technical Assistance for Annual Performance Report (APR) LEA support for APR improvement and compliance
Dolly Gerregano	Middle TN IDEA APR Support Consultant	Dolly.Gerregano@tn.gov	(615) 761-6670	
Colleen VanDyke	East TN IDEA APR Support Consultant	Colleen.Vandyke@tn.gov	(865) 210-6748	
Sherry Walker	West TN IDEA APR Support Consultant	Sherry.Walker@tn.gov	(615) 920-0144	
George Amin	Fiscal Grants Manager	George.Amin@tn.gov	(615) 964-1887	<ul style="list-style-type: none"> Allocations Grant award letters Budget assistance Budget review (if requested) High-cost calculation CFA review and approval (original and revisions)
Tracey Hawk	Fiscal Grants Manager	Tracey.Hawk@tn.gov	(615) 487-1062	
Vacant	Fiscal Grants Manager	TBD	TBD	

Office of Districts and Schools: Choice				
Nate Parker	Senior Director of Choice	Nathan.G.Parker@tn.gov	(615) 961-4182	<ul style="list-style-type: none"> Oversight of school choice options
Serena Sayles	Director of Charter Schools	Serena.Sayles@tn.gov	(615) 619-1952	<ul style="list-style-type: none"> Charter schools
Diana Burton	Director of Nonpublic School Programs	Diana.Burton@tn.gov	(865) 253-0901	<ul style="list-style-type: none"> Private schools Homeschool

Matt Bowser	Director of Virtual Schools	Matt.Bowser@tn.gov	(901) 258-4065	<ul style="list-style-type: none"> Virtual schools
Phara Williams	Director, IEA Program	Phara.C.Williams@tn.gov	(731) 343-3915	<ul style="list-style-type: none"> Individualized Education Account (IEA) program management IEA eligibility and application process IEA disbursements and technical assistance to account holders IEA data and fiscal reporting District liaison support
Marisa Hunter	Coordinator, IEA Program	Marisa.Hunter@tn.gov	(615) 499-0497	
Shelley Johnson	Coordinator, IEA Program	Shelley.R.Johnson@tn.gov	(629) 702-0410	

Office of General Counsel

Shaundraya Hersey	Assistant General Counsel for Civil Rights	Shaundraya.Hersey@tn.gov	(615) 289-1887	<ul style="list-style-type: none"> IDEA statute or regulations Tennessee special education statute Special education state board rule Civil rights disability laws
Taylor Jenkins	Assistant General Counsel for Special Education	Taylor.Jenkins@tn.gov	(615) 626-0283	
Dana Johnson	IDEA Complaints Investigator	Dana.Johnson@tn.gov	(615) 478-2811	<ul style="list-style-type: none"> Dispute resolution Filing an administrative complaint, due process request, or mediation request
Tricia Craig	IDEA Complaints Investigator	Tricia.Craig@tn.gov	(615) 964-2627	
Nikkie Kiene	Paralegal	Nikkie.Kiene@tn.gov	(615) 741-2921	

Office of Finance

Maryanne Durski	Chief Financial Officer	Maryanne.Durski@tn.gov	(615) 419-1605	<ul style="list-style-type: none"> Tennessee Investment in Student Achievement (TISA) funding
Vacant	Fiscal Consultant, Region One	TBD	TBD	<ul style="list-style-type: none"> Budget assistance State and federal reporting assistance Training in fiscal procedures Technical support for all things financial in nature
Holly Kellar	Fiscal Consultant, Region Two	Holly.Kellar@tn.gov	(731) 991-4234	

Rob Mynhier	Fiscal Consultant, Region Three	Robert.Mynhier@tn.gov	(615) 238-1008	<ul style="list-style-type: none"> • Excess cost calculation • Indirect cost calculation • Fiscal monitoring of federal grants
Taffe Bishop	Fiscal Consultant, Region Four	Taffe.Bishop@tn.gov	(423) 677-1405	
Vacant	Fiscal Consultant, Region Five	TBD	TBD	
Jill Lewis	Fiscal Consultant, Region Six	Jill.Lewis@tn.gov	(629) 259-1645	

August

Date	Item	Contact Person(s)
August 15	Results-Based Monitoring: Risk analysis results sent to LEAs	Geneva Taylor
August 15	IEP Monitoring Wave 1: Cohort release to LEAs	Laura Dunn
August 16	APR Data: Postsecondary Transition Webinar (Indicators 1, 2, 13, 14) 10-11 a.m. CT	Zachary Stone
August 17	EDPlan/EasyIEP conference call 1 p.m. CT	Zachary Stone
August 23	APR Data: General Supervision Webinar (Indicators 8 and 11) 10-11 a.m. CT	Zachary Stone
August 26	IEP Monitoring Wave 1: Submissions due in EasyIEP	Laura Dunn
August 31	End of Year (EOY) Data Reports for Students with Disabilities due in ePlan	Zachary Stone

Checklist

- Begin preparations for Results-Based Monitoring (Level 3, Level 2, or Level 1)
- Complete IEP Monitoring submissions (Wave 1)
- Submit [EOY data reports](#) in ePlan
- Check IDEA grant awards in ePlan
- Complete evaluation for private school services
- Complete EOY evaluation reports for IDEA Partnership for Systemic Change competitive grants (if applicable)
- Ensure that all required notices (child find, procedural safeguards, prior written notice, etc.) are provided in native language
- Establish a process for the translation of IEPs and other documents and/or the provision of an interpreter when needed
- Conduct consultation with private schools and notify private schools of services that will be provided with the proportionate share of IDEA funding
- Ensure all post-school outcomes (Indicator 14) surveys have been completed

Notes:

September

Date	Item	Contact Person(s)
September 1	Results-Based Monitoring Level 3: Instrument opens in ePlan for identified LEAs to begin pre-Work	Geneva Taylor
September 4	Evaluation reports for IDEA Partnerships for Systemic Change competitive grants due	Jennifer Jordan
September 6	Special Education Supervisor Call	Angela Wegner
September 9	APR Data: Disproportionate Representation Webinar (Indicators 9 and 10) 10-11 a.m. CT	Zachary Stone
September 14	EDPlan/Easy IEP conference call 1 p.m. CT	Zachary Stone
September 15	Postschool outcomes (indicator 14) surveys due in ETSU RedCap	Zachary Stone
September 16	APR Data: Discipline Webinar (Indicator 4) 10-11 a.m. CT	Zachary Stone
By September 30	LEAs receive notification of significant discrepancy in suspension/expulsion rates (APR Indicator 4) with required actions	Adam Rollins
By September 30	LEAs receive notification of disproportionate representation (APR Indicators 9 and 10) with required actions	Adam Rollins
By September 30	LEAs receive notification of potential untimely transitions from Part C to Part B (APR Indicator 12) with required actions	Adam Rollins

Checklist

- Begin pre-work for Level 3 monitoring (if selected)
- Submit IDEA Parentally-Placed Private School Students Evaluation
- Submit evaluation reports for IDEA Partnerships for Systemic Change competitive grants
- Upload postschool outcomes survey data into ETSU RedCap
- Conduct child find in community, district schools, and private schools

Notes:

October

Date	Item	Contact Person(s)
October 1	Financial Expenditure Report (FER) Report and Year-End Reports due in ePlan	Fiscal Regional Consultants
October 1	EdPlan/EasyIEP LEA User Access Agreement due	Zachary Stone
October 1	IDEA parentally-placed private school students evaluation due	Tracey Hawk
October 1	Final allocations and awards loaded for IDEA in ePlan	Tracey Hawk
October 1	Special Education Expenditure Report (SEER) due	Tracey Hawk
October 4	Special Education Supervisor Call	Angela Wegner
October 10	IEP Monitoring Wave 2: Cohort release to LEAs	Laura Dunn
October 12	EDPlan/EasyIEP conference call 1 p.m. CT	Zachary Stone
October 14	IEP Monitoring Wave 1: Monitoring results reports to LEAs	Laura Dunn
October 17 (Tentative)	Results-Based Monitoring: Level 3 Visit Window Opens	Geneva Taylor
October 18	APR Data: Early Childhood Webinar (Indicators 6, 7, 12) 10-11 a.m. CT	Zachary Stone
October 21	IEP Monitoring Wave 2: Submissions due in EasyIEP	Laura Dunn
October 25	APR Data: FAPE Webinar (Indicators 3 and 5) 10-11 a.m. CT	Zachary Stone
October 28	Significant disproportionality determinations announced, and appeal window opens	Zachary Stone
October 31 (Tentative)	Results-Based Monitoring: Level 2 Instrument opens in ePlan	Geneva Taylor
By October 31	Alternate assessment participation notification for LEAs exceeding 1%	Alison Gauld
By October 31	Required actions for APR Indicator 12 for 2021-22 APR due	Adam Rollins
By October 31	Instructions for Mid-Year Data Report for Students with Disabilities released	Zachary Stone
By October 31	Required actions for APR Indicators 4, 9, and 10 for 2021-22 APR due	Adam Rollins

Checklist

- Submit FER and Year-End reports in ePlan
- Submit EdPlan/EasyIEP LEA User Access Agreements
- Prepare for Results-Based Monitoring Level 3 visit (if applicable)
- Complete IEP Monitoring submissions (Wave 2)
- Prepare for Results-Based Monitoring Level 2 (if applicable)
- Complete required actions for indicators 4, 9, 10, and 12 (if applicable)
- Check with local finance office on completion of Special Education Expenditure Report (SEER)
- Develop justification for exceeding 1% on the alternate assessment (if applicable)

November

Date	Item	Contact Person(s)
November (TBD)	Final allocations revised and new grant award letters posted to ePlan	Tracey Hawk
November 1	CFA budget revisions with final allocations due	Tracey Hawk
November 1	ARP IDEA application deadline	IDEA Oversight Coordinators
November 1	Special Education Supervisor Call	Angela Wegner
November 9	EDPlan/Easy IEP conference call 1 p.m. CT	Zachary Stone
November 15	Significant disproportionality acknowledgement due in ePlan (if applicable)	Zachary Stone
November 30	Alternate Assessment LEA Justification (for LEAs exceeding 1% participation) due	Alison Gauld
November 30	Mid-Year Data Report for Students with Disabilities (formerly the December 1 report) due	Adam Rollins
By November 30	Results of the 2021-22 parent involvement (APR Indicator 8) and post-school outcomes (APR Indicator 14) surveys provided to LEAs	Zachary Stone

Checklist

- Submit SEER in ePlan
- Revise CFA to align with final allocations if needed
- Submit significant disproportionality acknowledgement (if applicable)
- Prepare significant disproportionality appeal if needed
- Submit alternate assessment LEA justification to Alison Gauld
- Submit December 1 Mid-Year Data Report for Students with Disabilities
- Attend [TN Association of School Business Officials \(TASBO\) Annual Conference](#) in Murfreesboro November 15-18

December

Date	Item	Contact Person(s)
December 1	Significant disproportionality appeal due (if applicable)	Adam Rollins
December 5	IEP Monitoring Wave 3: Cohort release to LEAs	Laura Dunn
December 9	IEP Monitoring Wave 2: Monitoring results reports to LEAs	Laura Dunn
December 12 (Tentative)	Results-Based Monitoring: Level 2 Monitoring Instruments Due in ePlan	Geneva Taylor
December 13	Special Education Supervisor Call	Angela Wegner
December 15 (Tentative)	Results-Based Monitoring: Level 3 visit window closes	Geneva Taylor
December 16	IEP Monitoring Wave 3: Submissions due in EasyIEP	Laura Dunn
December 24	IDEA reserve calculation for parentally-placed private school students determined	Tracey Hawk

Checklist
<ul style="list-style-type: none"> <input type="checkbox"/> Submit significant disproportionality appeal (if applicable) <input type="checkbox"/> Complete Results-Based Monitoring Level 2 monitoring instruments in ePlan (if applicable) <input type="checkbox"/> Complete IEP Monitoring submissions (Wave 3) <input type="checkbox"/> Prepare for parent involvement survey distribution and/or post-school outcomes survey collection <input type="checkbox"/> Conduct child find in community, district schools, and private schools <input type="checkbox"/> Attend the Tennessee Association of Administrators of Special Education (TAASE) Conference in Pigeon Forge December 5-7

Notes:

January

Date	Item	Contact Person(s)
January (TBD)	LEAs notified of participation in parent involvement (APR Indicator 8) and/or post-school outcomes (APR Indicator14) surveys; online parent involvement survey opens	Zachary Stone
January 3 (Tentative)	Results-Based Monitoring: Level 1 Instruments Open	Geneva Taylor
January 5	LEA semi-annual certification of time and effort due	Fiscal Regional Consultants
January 10 (Tentative)	Results-Based Monitoring: Level 2 Virtual Discussion Window Opens	Geneva Taylor
January 11	EDPlan/EasyIEP conference call 1p.m. CT	Zachary Stone
January 30	Excess cost calculations due in ePlan	Fiscal Regional Consultants
January 30	IEP Monitoring Wave 4: Cohort release to LEAs	Laura Dunn
By January 30	LEAs receive parent involvement (APR Indicator 8) surveys for distribution (if selected)	Zachary Stone

Checklist

- Prepare for Results-Based Monitoring Level 1 (if applicable)
- Submit semi-annual certification of time and effort in ePlan
- Submit excess cost calculations
- Gather documentation needed for CEIS/CCEIS monitoring
- Distribute parent involvement (APR Indicator 8) surveys

Notes:

February

Date	Item	Contact Person(s)
February (TBD)	IDEA Partnership for Systemic Change competitive grant application opens	Jennifer Jordan
February 3	IEP Monitoring Wave 3: Monitoring results reports to LEAs	Laura Dunn
February 7	Special Education Supervisor Call	Angela Wegner
February 8	EDPlan/EasyIEP conference call 1 p.m. CT	Zachary Stone
February 11	CEIS/CCEIS monitoring opens	Laura Dunn
February 10	IEP Monitoring Wave 4: Submissions due in EasyIEP	Laura Dunn
February 14	Final date to have parent involvement (APR Indicator 8) surveys distributed	Zachary Stone
February 15	Results-Based Monitoring: Level 1 Instruments Due	Geneva Taylor

Checklist

- Disseminate parent involvement (Indicator 8) surveys (if applicable)
- Begin preparations for CEIS/CCEIS monitoring
- Register for CFA trainings in each grand division

Notes:

March

Date	Item	Contact Person(s)
March 1 (Tentative)	CFA opens in ePlan	Debby Thompson
March 7	Special Education Supervisor Call	Angela Wegner
March 22	EDPlan/Easy IEP conference call 1 p.m. CT	Zachary Stone
March 31	IEP Monitoring Wave 4: Monitoring results reports to LEAs	Laura Dunn

Checklist

- Work on IDEA Partnership for Systemic Change competitive grant application
- Attend CFA training provided by FPO IDEA Oversight Coordinators
- Begin work on Consolidated Funding Application (CFA)

Notes:

April

Date	Item	Contact Person(s)
April (TBD)	Submit IDEA Partnership for Systemic Change competitive grant application	Jennifer Jordan
April (TBD)	Spring fiscal workshops	Maryanne Durski
April 1 (Tentative)	Preliminary IDEA allocations available (dependent on federal notification)	Tracey Hawk
April 1 (Tentative)	Preliminary calculations of private school proportionate amount based upon IDEA allocations (dependent on federal notification)	Tracey Hawk
April 4	Special Education Supervisor Call	Angela Wegner
April 19	EDPlan/EasyIEP conference call 1 p.m. CT	Zachary Stone

Checklist
<ul style="list-style-type: none"> <input type="checkbox"/> Continue work on CFA <input type="checkbox"/> Submit IDEA Partnership for Systemic Change competitive grant application <input type="checkbox"/> Ensure that all parent involvement surveys have been collected (if selected)

Notes:

May

Date	Item	Contact Person
May (TBD)	IDEA Partnership for Systemic Change competitive grant monitoring begins	Jamie Eldridge
May 1	CFA due in ePlan	Debby Thompson
May 1	APR local determinations released in ePlan	Zachary Stone
May 2	Special Education Supervisor Call	Angela Wegner
May 15	Post-school outcomes (APR Indicator 14) survey opens	Zachary Stone
May 19	Parent involvement (APR Indicator 8) survey closes	Zachary Stone
By end of school year	Staff assurances for semi-annual certification due to LEA office	Fiscal Regional Consultants
By end of school year	Summary of Performance documents provided for high school graduates	Martina Stump

Checklist

- Submit CFA**
- Finalize plans to collect post-school outcomes (APR Indicator 14) surveys and begin data entry
- Collect contact information for current graduating students (to be used for post-school outcomes survey)
- Ensure all parent involvement (APR Indicator 8) surveys have been submitted to ETSU
- Collect staff assurances for semi-annual certification of time and effort
- Review isolation and restraint data for current school year to identify patterns and training needs
- Ensure required proportionate share is expended or obligated for expenditure

June

Date	Item	Contact Person
June 9	CCEIS & CEIS monitoring closes	Laura Dunn
June 30	LEA semi-annual certification of time and effort due	Fiscal Regional Consultants
June 30	Reimbursement request for high-cost special education students due	Tracey Hawk

Checklist

- Complete high-cost reimbursement requests
- Develop recruitment plan for surrogate parents
- Designate a point of contact designated for jail/juvenile detention centers (JDCs)
- Hold meeting with jail/JDC staff
- Sign formal agreement with jail/JDC
- Plan for the delivery of services for upcoming school year in jail/JDC
- Keep documentation of attempts to secure certified personnel for upcoming year
- Consult with private school(s) on the services to be provided with the proportionate share funding (or document attempt to do so)
- Determine services to be provided with the proportionate share funding and notify private school(s)

Notes:

July

Date	Item	Contact Person(s)
July TBD	IDEA Partnership for Systemic Change competitive grant monitoring closes	Jamie Eldridge
July 1	Summer updates to EDPlan/EasyIEP available	Zachary Stone
July 1	End of Year Data Reports for Students with Disabilities Data and Information Tool opens in ePlan	Zachary Stone
July 1	CFA funds available in ePlan	Tracey Hawk
July 1	IDEA parentally-placed private school students proportionate share calculation finalized	Tracey Hawk

Checklist

- Ensure the district calendar, including the “Begin Date” for the 2023-24 school year, is set in EDPlan/EasyIEP and matches the first instructional day of the approved district calendar in EIS
- Provide annual training for surrogate parents
- Verify certification of special education personnel
- Ensure a current list of surrogate parents is on file for the upcoming year
- Set up IDEA grant budgets in appropriate sub-fund (891-899) and revenue code (47143)
- Request use of alternate accounting codes for discretionary grants (if needed)
- Ensure that contracts for external placements are in place prior to service or within 30 days of placement
- Develop procedures to ensure IEP and Free and Appropriate Public Education (FAPE) compliance for contracts for external placements
- Establish data entry process for isolation and restraint
- Provide annual training for isolation and restraint
- Develop procedures for Independent Educational Evaluation (IEE) requests and train LEA staff

Monthly Checklist

The following is a checklist of recommended monthly or bimonthly activities for special education directors or designated staff.

Activities	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July
Data Accuracy and Validity												
Review compliance reports in EasyIEP for students with upcoming or expired IEPs and eligibility												
Review discipline data to ensure Student Information System (SIS) data has correctly transferred to the Education Information System (EIS)												
Review funding options in EIS; run options reports in EasyIEP to ensure that EIS and EasyIEP are accurate												
Run and review Isolation and Restraint Data Report in EasyIEP												
Review Early Childhood Outcomes (ECO) data to ensure completion and accuracy												
Run and review the Table 1 and 3 Report in EasyIEP												
Run and review the 60-Day Eligibility Report in EasyIEP												
Review the monthly LEA notification list of students participating in the Individual Education Account (IEA) Program to verify students are coded correctly in your enrollment system												
Review active students in EasyIEP and ensure alignment with SIS and EIS												
Conduct monthly data management meetings to ensure data quality and timely data submissions												

Fiscal Responsibility												
Collect personnel activity reports (PARs) for staff paid from multiple funding sources												
Review discretionary grant expenditures to ensure obligation according to grant requirements												
Check expenditures coded for IDEA funding to ensure alignment with CFA and allowable use of funds												
Early Childhood Transition												
Review the Tennessee Early Intervention System (TEIS) monthly notification and ensure timely transitions												
Participate in early childhood transition planning conferences												
Follow up on any late referral to TEIS sent to district												
Send <i>Notice of Procedural Safeguards</i> to parents of TEIS referrals (monthly notifications and late referrals)												
Instructional Programming												
Conduct a random review of IEPs using the Instructionally Appropriate IEP (IAIEP) rubric												
Monitor teacher and service provider caseloads												
Conduct a random review of review of placement options and decisions to ensure conformity with LRE provisions												
Conduct a random review of service provision to ensure FAPE is provided												

IDEA Annual Requirements Checklist

Child Find

- Conducted in community
- Conducted in district schools
- Conducted in private schools
- Required notices distributed

Notes:

Private Schools

- Consultation held and/or attempts documented
- Services determined and school notified
- Annual count data reviewed
- Proportionate amount determined
- Proportionate amount spent
- Procedures developed to ensure that re-evaluations are conducted as required

Notes:

Incarcerated Youth Requirements

- Point of contact designated
- Meeting held with jail/JDC
- Formal agreement signed with jail
- Plan for the delivery of services in jail/JDC

Notes:

Isolation and Restraint

- Annual training conducted
- Rooms inspected
- Data entry process established
- Data review process established to identify patterns and training needs

Notes:

Surrogate Parents

- Recruitment plan developed
- Current list of surrogates kept on file
- Annual training conducted

Notes:

Translations

- Notices translated
- Plan for translation of IEPs and interpreter services developed

Notes:

Certified Personnel

- Documentation of attempts to secure certified personnel collected
- Certification of special education personnel verified

Notes:

Contracts for External Placements

- Contracts in place prior to service or within 30 days of placement
- Procedures developed to ensure IEP compliance and FAPE

Notes:

Summary of Performance	
<input type="checkbox"/> Summary of performance documents completed and provided to all high school graduates	Notes:
Independent Educational Evaluation (IEE)	
<input type="checkbox"/> Procedures for IEE requests developed <input type="checkbox"/> Information on IEE procedures shared with school-level staff	Notes:

Resources Available

The following chart provides information on resources related to IDEA and special education that are available on the indicated platforms. This is not an exhaustive list but a compilation of the most used resources. Additional resources may be added to each platform throughout the year.

Resource	Description	Location
EDPlan/EasyIEP		
EDPlan/EasyIEP End User Manual	Comprehensive guide to using the EDPlan/EasyIEP system as an end user	Easy IEP-Main Menu-User Manuals/Guides tab
EDPlan/EasyIEP Administrator's Manual	Comprehensive guide to using the EDPlan/EasyIEP system as an administrator	
EOY Data Reports for SWDs Instructions	Instructions to complete EOY Data Reports for SWDs	
Summer 2022 Updates Manual	Updated IEP platform users guide supplement	
Year End Startup Procedures Quick Guide	Instructions for year-end closeout and new-year startup procedures	
ESY Eligibility Guidance Document	Annual consideration for IEP teams for determining Extended School Year services.	Easy IEP-Main Menu-TDOE Communication tab
Amendment to Special Education Programs and Services- Parent Participation	Parental Participation: Draft IEP Guidance	
LEA IDEA Director Monitoring Manual	IEP compliance monitoring manual for district IDEA director	Easy IEP-Main Menu-TDOE IEP Monitoring Tool tab
LEA IDEA Monitor Monitoring Manual	IEP compliance monitoring manual for district assigned IEP monitor	
TDOE Special Education Website		
TDOE Special Education Supervisor Contact List	Contact information for district special education supervisors	TDOE Website-For Educators-Student Supports-Special Education
Special Education Framework	Document outlining general special education information and IEP writing guidance	
School Leadership for Special Education	Document providing information regarding the multifaceted roles of principals and assistant principals that oversee services provided to students with disabilities	
Special Education Planner	Guidance document with important dates, contacts, and resources	

Prior Written Notice	Guidance document on developing an appropriate prior written notice	TDOE Website-For Educators-Student Supports-Special Education-Rules, Regulations, Policies, and Related Guidance
Amendment to State Rule on Parent Participation FAQ (i.e. draft IEP rule)	Frequently asked questions related to the state rule on the provision of draft IEPs to parents	
Significant Disproportionality FAQ	Frequently asked questions related to federal requirements related to significant disproportionality	
TDOE Special Education Secondary Transition Website		
Alternate Academic Diploma FAQ	Frequently asked questions related to high school policy involving the alternate academic diploma	TDOE Website-For Educators-Student Supports-Special Education-Secondary Transition
Occupational Diploma FAQ	Frequently asked questions related to high school policy involving the occupational diploma	
Diploma Decision Guide	To guide IEP teams in determining the most appropriate diploma pathway for a student, the team may refer to the following resource document.	
Regular High School Diploma	To review the graduation requirements for a regular diploma	
TDOE Special Education Evaluations & Eligibility Website		
Disability Standards	Information on the disability standards for evaluation and eligibility in Tennessee	TDOE Website-For Educators-Student Supports-Special Education-Evaluations & Eligibility-Disability Evaluations and Eligibility
Manifestation Determination Guidance	Instructional guidance document related to non-discriminatory disciplinary practices for student with disabilities	TDOE Website-For Educators-Student Supports-Special Education-Evaluations & Eligibility-Manifestation Determination
Notice and Consent for Initial Assessment	Consent form for initial assessments	TDOE Website-For Educators-Student Supports-Special Education-Evaluations & Eligibility-Evaluation Forms-English
Medical Information Form	Sample medical form for obtaining physician information when assessing for certain disability categories	
Spanish Versions of Evaluation Forms	Spanish translations for the eligibility report, explanation of evaluation procedures, notice and consent for initial assessment, prior written notice	TDOE Website-For Educators-Student Supports-Special Education-Evaluations & Eligibility-Evaluation Forms-Spanish

Re-evaluations	Forms and guidance on re-evaluations	TDOE Website-For Educators-Student Supports-Special Education-Evaluations & Eligibility-Re-evaluations
Student Transfer Flowchart	Flowchart of the processes for students with disabilities that transfer to and LEA from within the state and from another state	TDOE Website-For Educators-Student Supports-Special Education-Assessment Memoranda & Guidance
Ruling out Lack of Instruction	Guidance document for ruling out lack of instruction for specific learning disability evaluation and identification	
TDOE Special Education Data Services and Reports Website		
APR Local Determinations Process Guide	Comprehensive companion document to the <i>Annual Performance Report Local Determinations Quick Reference Guide</i> which provides detailed information around how APR local determinations are calculated, lists out indicator targets for the next five APRs, and provides step-by-step instructions for calculating APR indicators	TDOE Website-For Educators-Student Supports-Special Education-Data Services & Reports-APR Resources
APR Quick Reference Guide	Summary document for each of the indicators included in the APR local determinations	
APR Indicator 4 Guidance Document	Definition and calculation of significant discrepancy	
APR Indicators 9 and 10 Guidance Document	Definition and calculation of disproportionate representation	
Isolation and Restraint Data	Isolation and restraint data that is required to be reported by Tennessee Code Annotated, Section 49-10-1306	TDOE Website-For Educators-Student Supports-Special Education-Data Services & Reports-Additional Data and Reports-Isolation and Restraints
Federal IDEA Section 618 Data Reports	Data required by Section 618 of IDEA to be submitted to the federal government (i.e., child count, personnel, educational environments, exiting special education students, discipline, and dispute resolution)	TDOE Website-For Educators-Student Supports-Special Education-Data Services & Reports-Additional Data and Reports-Federal IDEA Section 618 Data Reports
Significant Disproportionality	Definition and calculation of significant disproportionality	TDOE Website-For Educators-Student Supports-Special Education-Data Services & Reports-Significant Disproportionality
TDOE Special Education Early Childhood Website		
Indicator 6: Least Restrictive Environment Guidance and Models	Guidance document for meeting early childhood least restrictive environment requirements	TDOE Website-For Educators-Student Supports-Special Education-Early Childhood

Indicator 7: Early Childhood Outcomes (ECO) Online Training Series	Guidance materials on determining early childhood outcome ratings	
Indicator 12 Compliance Training Webinar	Training webinar on indicator 12 compliance	
Indicator 12: Early Childhood Transition Basics	Early Childhood transition power point slides	
Indicator 12: FAQs	Frequently Asked Questions related to indicator 12	
Dear Colleague Letter on Preschool Least Restrictive Environment	OSEP letter to states conveying early childhood LRE responsibilities	
Dear Colleague Letter on RTI and Preschool Services	OSEP cautionary letter regarding the use of RTI with preschool-aged children	
TDOE Special Education Behavior Resources Website		
Functional Behavior Assessment (FBA) Resources	Guidance on conducting an FBA	TDOE Website-For Educators-Student Supports-Special Education-Behavior Resources-Functional Behavior Assessment (FBA) and Behavior Intervention Plan (BIP)
Behavior Intervention Plan (BIP) Resources	Guidance on developing a BIP	
Restraint and Isolation Resources	Rules and guidance on the use of isolation and restraint, reporting requirements, and frequently asked questions	TDOE Website-For Educators-Student Supports-Special Education-Behavior Resources-Restraint
TDOE Special Education Gifted Website		
Gifted Characteristics	Information on common gifted characteristics in various domains	TDOE Website-For Educators-Student Supports-Special Education-Intellectually Gifted
Gifted Evaluation and Eligibility	Standards for Intellectually Gifted and assessment guidance	TDOE Website-For Educators-Student Supports-Special Education-Intellectually Gifted-Toolkit
TDOE Special Education Low Incidence Website		
Low Incidence Disability Categories	Definition and identification of disability categories classified as low incidence	TDOE Website-For Educators-Student Supports-Special Education-Low Incidence
Instructional Practices for Students with Low Incidence Disabilities	A variety of instructional guidance and practices for working with students with low incidence disabilities	
Alternate Academic Diploma (AAD) Course Requirements	Information on the AAD course requirements for high school, work-based learning, and middle school	TDOE Website-For Educators-Student Supports-Special Education-Low Incidence-Course Requirements
AAD Course Planning Guide	Guidance on course planning for students working on an AAD diploma	TDOE Website-For Educators-Student Supports-Special

Occupational Diploma Planning Guide	Guidance on course planning for students working on an occupational diploma	Education-Low Incidence-Graduation Options
Self-Assessment Program Planning Tool	Guidance questions for high quality programming for students with complex needs	TDOE Website-For Educators-Student Supports-Special Education-Low Incidence-Planning and Program Development
Alternate Assessment Participation	Guidance document to assist IEP teams with alternate assessment decisions	TDOE Website-For Educators-Student Supports-Special Education-Low Incidence-Considerations for Participation on the Alternate Assessment
TDOE Special Education Speech-Language Website		
Teleservices FAQ	Frequently asked questions related to delivering teleservices during COVID-19	TDOE Website-For Educators-Student Supports-Special Education-Speech-Language-Resources
Teleservices Toolkit	Checklists, practice considerations, and resource list related to remote service delivery	
Oral Language Strategies for Supporting Communication in the Early Childhood Classroom	Handout for early childhood teachers and staff for eliciting language in the classroom.	
Speech-Language Assessments to Inform Eligibility and Present Levels	A list of common speech-language assessments organized with brief test descriptions for each.	
TDOE Special Education Instructional Resources Website		
Tiered Intervention Guidance for Students with Disabilities	Graphic of the process to determine intervention for students with disabilities	TDOE Website-For Educators-Student Supports-Special Education-Instructional Resources
Academic Resources	Resources for reading and math assessments and intervention	
What is Assistive Technology?	Handout for IEP teams to better understand assistive technology and determine AT for students.	
TDOE Special Education Professional Development Website		
Instructionally Appropriate IEPs Self-Assessment Tool	High-quality IEP self-assessment tool supporting improved student outcomes	TDOE Website-For Educators-Student Supports-Special Education-Professional Development
Ten Tips for Writing IAIEPs	Ten tips for writing high-quality IEPs condensed from the special education framework	
Tennessee Technical Assistance Network (TN-TAN) Website		
Intensive Behavior Supports (Ages 3-22)	Website to request technical assistance supports and to access resources in the areas of behavior, preschool services, autism and tiered supports for academics and behavior	
Autism Supports (Ages 3-22)		
Preschool Supports		

Response to Instruction and Intervention Center for Academic and Behavior (Ages 3-22)		
TDOE Legal Services Website		
Notice of Procedural Safeguards	Outlines the procedural guards as required by IDEA for students with disabilities; available in English, Spanish, and Vietnamese	TDOE-Top Links-Legal Services-Special Education Legal Services-Resources
Timelines in Special Education	List of the IDEA required timelines	TDOE-Top Links-Legal Services-Special Education Legal Services-Resources
Federal Regulations for IDEA	Links to the current federal regulations for IDEA part B	TDOE-Top Links-Legal Services-Special Education Legal Services-Special Education: Rules and Regulations
Rules of the State Board of Education Chapter 0530-01-09 Special Education Programs and Services	State Board of Education rules for special education programs and services; includes information on disability categories, consent, FAPE, homebound instruction, funding, evaluations, IEPs, dispute resolution processes, surrogate parents, isolation and restraint, etc.	Tn.gov/sbe-Rules and Policies-Rules-Rules and Regulations- 0520-01-09
Administrative Complaints	Guide to administrative complaints; information on the process for filing an administrative complaint	TDOE-Top Links-Legal Services-Special Education Legal Services-Manuals-Guide to Administrative Complaints
Surrogate Parents	Information on the requirements for the use of surrogate parents; also available in Spanish	TDOE-Top Links-Legal Services-Special Education Legal Services-Manuals-Education Surrogate Training Manual
Dispute Resolution Processes	Information on all the dispute resolution options available: administrative complaint, mediation, and due process hearing; also includes access to administrative complaint investigation findings and due process final orders	TDOE-Top Links-Legal Services-Special Education Legal Services-Dispute Resolution Processes (scroll to the bottom of the page to click on Administrative Complaint, Mediation, or Due Process Hearing)
Quick Guide to Dispute Resolution Processes	Overview of the processes available	TDOE-Top Links-Legal Services-Special Education Legal Services-Dispute Resolution Processes-Resources
Advocacy Services and Low Cost Legal Assistance on Tennessee	List of available advocacies and low cost legal services	TDOE-Top Links-Legal Services-Special Education Legal Services-Dispute Resolution Processes-Resources
ePlan		
User Access Forms	Information on user roles and forms to provide staff access	TDOE Resources-User Access Forms

Reimbursement Request Instructions	Instructions on how to request reimbursements in ePlan	TDOE Resources-User Resources ePlan Help-Reimbursement Request Instructions
District Funding Summary	Overview of all grant funding available in the LEA; provides a way to monitor funds, obligations, expenditures, and obligation dates to avoid the risk of reverting funds	TDOE Resources-User Resources ePlan Help-District Funding Summary Report
Final Expenditure Request (FER) Instructions	Overview of the FER and how to complete it	TDOE Resources-User Resources ePlan Help-Final Expenditure Request Instructions
Federal Programs Calendar	List of important dates related to federal programs	TDOE Resources-Department Communications
American Rescue Plan (ARP) Information	Overview, FAQ, budget information, and allowable use of funds information	TDOE Resources-Relief Funding-ARP IDEA
End of Year Report for Students with Disabilities	Instructions for completing EOY report in ePlan	TDOE Resources-Data and Information Tools-End of Year Reports for Students with Disabilities
CFA Training Presentations	Most current training presentations for the CFA	TDOE Resources-CFA Reference Documents-CFA Training Presentations
CFA Guides	Guides on completing the CFA, transfer of carryover, budget tags, etc.	TDOE Resources-CFA Reference Documents-Consolidated Funding Application Guides
Federal Spending Handbook	Guidance manual for districts to coordinate funds and align initiatives to the strategic plan	TDOE Resources-CFA Reference Documents-Consolidated Funding Application Guides
District and School Planning	Resources for planning in Inform TN	TDOE Resources-District and School Planning
IDEA Private School Proportionate Share Information	Intent to participate, meaningful consultation, and complaint information	TDOE Resources-Equitable Services to Non-Public Schools-IDEA Non-Public Schools Information
IDEA Private Schools Parentally Placed Reserve Calculation	Information on the reserve calculation requirements and submission of forms	TDOE Resources-Equitable Services to Non-Public Schools-IDEA Private Schools Parentally Placed Reserve Information and Documents-FY23
IDEA Private School Proportionate Amounts	The amounts that districts are required to reserve for private school services	TDOE Resources-Equitable Services to Non-Public Schools-IDEA Private Schools Proportionate Amounts
Local Finance Update	Information on various topics related to local finance	TDOE Resources-Fiscal-District Technical Assistance-2022 Spring Fiscal Workshop
Fiscal Monitoring Information	Information on cash management, time and effort, equipment and inventory, and reimbursement requests	TDOE Resources-Fiscal-District Technical Assistance-2022 Spring Fiscal Workshop

CCEIS Overview		TDOE Resources-Fiscal-District Technical Assistance-2022 Spring Fiscal Workshop
School Accounting Codes Manual	Information on the standardized system of accounting and reporting for local finance	TDOE Resources-Fiscal-District Technical Assistance-Cross-Cutting Fiscal Materials-State Funds
IDEA New Directors Curriculum	Resources for new IDEA directors on time and effort, allowable costs, parentally-placed private school students, SEER, CFA, significant disproportionality, maintenance of effort, and monthly checklist	TDOE Resources-IDEA Information, Guidance, PPTs, and Webinars-IDEA New Directors Curriculum
Annual Performance Report (APR) Local Determinations	Information on the APR local determinations and how to access the information in ePlan	TDOE Resources-IDEA Information, Guidance, PPTs, and Webinars-Annual Performance Report (APR) Local Determinations
IDEA Partnership for Systemic Change Grant Information	Guidance on the types of grants available and how to apply	TDOE Resources-IDEA Information, Guidance, PPTs, and Webinars-IDEA Partnership for Systemic Change Grants: K-12 and Preschool
CEIS Guidance	Information on the voluntary use of IDEA funds for coordinated early intervening services	TDOE Resources-IDEA Information, Guidance, PPTs, and Webinars-IDEA Guidance and Information
High Cost Data	Reimbursement request for high costs students	TDOE Resources-IDEA Information, Guidance, PPTs, and Webinars-High Cost Data
IDEA Excess Costs Guidance	Guidance specific on federal requirements related to districts exceeding excess costs of the annual per-pupil expenditure	TDOE Resources-IDEA Information, Guidance, PPTs, and Webinars-IDEA Excess Cost
Significant Disproportionality	Overview and instructions for accessing information in ePlan	TDOE Resources-IDEA Information, Guidance, PPTs, and Webinars-Significant Disproportionality
Equipment Inventory and Disposition Guidelines	Information on inventory requirements and how to dispose of equipment	TDOE Resources-IDEA Information, Guidance, PPTs, and Webinars-Equipment and Inventory (Disposition Guidelines)
IDEA IEP Monitoring Protocol	Information on the IEP monitoring expectations	TDOE Resources-Monitoring-ESSA/IDEA/Fiscal/Perkins-2022-23-IEP Monitoring 2022-23
Results-Based Monitoring	Information on level determinations and processes for each	TDOE Resources-Monitoring-ESSA/IDEA/Fiscal/Perkins-2022-23

Incarcerated Youth	Information on the requirements for students with disabilities that are incarcerated in city and county jails or in juvenile detention centers	TDOE Resources-Non-Traditional Educational Programs-Incarcerated You
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