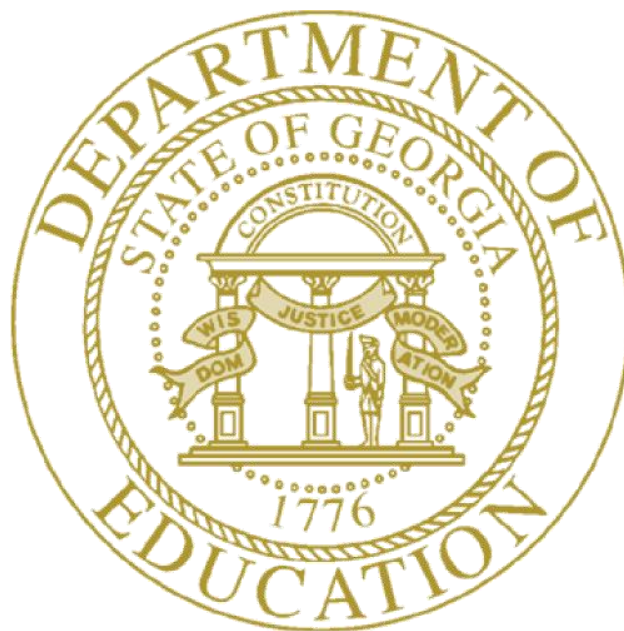


**Special Education Leadership Development Academy
(SELDA)**



Division for Special Education Services and Supports

Georgia Department of Education

2012 – 2012

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Special Education Leadership Development Academy (SELDA) Introduction

The Special Education Leadership Development Academy (SELDA) is a series of six meetings that takes place throughout the school year for new special education directors and/or one additional person who have never attended a new Special Education Directors' Academy. The purpose and focus of SELDA is to support new special education directors in accomplishing their responsibilities.

Schedule of SELDA Meeting for the 2012-13 School Year

Date	Location
August 14, 2012	Athens
September 5, 2012 7:00-9:00 pm	Macon Marriott City Center Dessert with Debbie Gay (Q & A)
September 6, 2012 7:45-4:00 7:00-9:00 pm	Macon Marriott City Center Mentor/Mentee Work Session
September 7, 2012 7:45-2:00	Macon Marriott City Center
Not Part of SELDA – Great Opportunity	
September 19, 2012	Callaway Gardens – Parent Mentor Kick Off (FTE work session)
September 20, 2012	Parent Mentoring breakout sessions
September 21, 2012	Parent Mentoring breakout sessions
October 18, 2012 9:00-2:00	SELDA visit to GaDOE in Atlanta
November 6, 2012 7:00-9:00	Savannah Riverfront Marriott (Preceding G-CASE) Dessert with Debbie Gay (Q & A)
November 7, 2012 7:45-2:00	Savannah (G-CASE)
February 27, 2013 7:00-9:00	Macon Marriott City Center Mentor-Mentee Work Session
February 28, 2013 7:45-4:00 7:00-9:00	Macon Marriott City Center Dessert with Debbie Gay (Q & A)
March 1, 2013 7:45-2:00	Macon Marriott City Center
March 18, 2013	Classic Center Athens (Preceding the Spring Sp Ed Leadership Meeting)



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Georgia Department of Education
Divisions for Special Education Services and Supports


Special Education Reports and Data: Due Dates for FY13

<u>Date</u>	<u>Report</u>	<u>Location</u>	<u>Special Notes</u>	
<u>July 2012</u>				
31	*Preschool Exit Data (FY12 Data)	Stand-alone application in GaDOE Portal	APR Indicator 7	
	*Postsecondary Survey (FY10-11 Exiters)	Stand-alone application in GaDOE Portal	APR Indicator 14	
	*Timelines (FY12 Data)	Stand-alone application in GaDOE Portal	APR Indicators 11 and 12	
	Consolidated Application and CLIP	Stand-alone application in GaDOE Portal		
<u>August 2012</u>				
31	Continuation of Services Data	Stand-alone application in GaDOE Portal		
<u>September 2012</u>				
4	Transmission for FTE Cycle 1 Begins	Data Collections		
28	Consolidated Application – All Special Education Budgets	Stand-alone application in GaDOE Portal		
	Final Submission of Budget Completion Reports for FY10: All Grants	Stand-alone application in GaDOE Portal		
<u>October 2012</u>				
2	FTE Cycle 1 Count Day	Data Collections		
	Transmission for CPI Cycle 1 Begins	Data Collections		
9	Last Date for Initial Transmission CPI Cycle 1 Data	Data Collections		
	Last Date for Initial Transmission CPI Cycle 1 Data	Data Collections		
25	*Final Transmission for CPI Cycle 1 – Deadline for Superintendent’s Sign-off	Data Collections		
	*Final Transmission Date for FTE Cycle 1 Data – Deadline for Superintendent’s Sign-off	Data Collections	APR Indicators 5, 6, 9 and 10	

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<u>Date</u>	<u>Report</u>	<u>Location</u>	<u>Special Notes</u>	
<u>November 2012</u>				
<u>December 2012</u>				
31	*Special Education Budgets FY13Final Submission	Stand-alone application in GaDOE Portal	MOE	
<u>January 2013</u>				
2	Georgia High Cost Fund (GHFC) grant applications accepted	Submitted to Mike Blake		
	Grant for Residential and Reintegration Services (GRRS) grant applications accepted	Submitted to Mike Blake		
<u>February 2013</u>				
15	Deadline for Initial Transmission for Special Education-Student Record	Data Collections		
28	<i>Suggested guideline that 50% of grant funds are drawn down from the GaDOE</i>			
<u>April 2013</u>				
2	Final Date to Submit Georgia High Cost Fund (GHFC)	Submitted to Mike Blake		
<u>May 2013</u>				
31	Parent Surveys completed		APR Indicator	
<u>June 2013</u>				
1	Postsecondary Survey Opens for Data Entry (FY11-12Exiters)	Stand-alone application in GaDOE Portal		
18	*Final Student Record Submission – Including Special Education Record and GNETS Program Record	Data Collections	Indicators 4a & b	
30	*Disproportionality Documentation Form/CEIS Student Data	Stand-alone application in GaDOE Portal		

Georgia Department of Education
Divisions for Special Education Services and Supports

<u>Date</u>	<u>Report</u>	<u>Location</u>	<u>Special Notes</u>	
<u>July 2013</u>				
31	*Preschool Exit Data (FY13 Data)	Stand-alone application in GaDOE Portal	APR Indicator 7	
	*Postsecondary Survey (FY11-12 Exiters)	Stand-alone application in GaDOE Portal	APR Indicator 14	
	*Timelines (FY13 Data)	Stand-alone application in GaDOE Portal	APR Indicators 11 and 12	

Month by Month Responsibilities

JULY/AUGUST	SEPTEMBER	OCTOBER
<p>Hold stakeholder meeting- Review old and submit new Prepare Professional Learning Calendar Review School personnel list (funding codes/certification) Prepare Con Ap district wide with All attachments 10 day count: Collect caseloads and maximum class size Verify general education has accommodations Review all teacher schedules for maximum FTE Review transfers Determine staff needing PARS/Semi Annual Review academic data (CRCT, GHS GT, etc) Prepare initial Federal budget Check timelines Review teacher caseloads Coordinate transportation needs of SWD</p> <p>August: Register/Attend for GaDOE Data Conference Reports Due – August 1, 2012 Preschool Exit Data (FY12 Data) Postsecondary Survey (FY010-11 Exiters) Timelines (FY12 Data) Consolidated Application and CLIP</p>	<p>Proportionate Share Verify certification – CPI (with HR) Review payroll distribution to verify staff being charged to correct funds (larger the system the more often needed) Review timeline data monthly Begin teacher observations Check the status of your budget Check timelines Review teacher caseloads and class numbers for FTE Schedule meetings with FTE coordinator to visit each school with data clerk End of year closing report due *Check Special Education History for students enrolling from other districts in GA by using: 1] Special Education History “claimed by” application 2] Individual student profile 3] LDS 4] GA online IEP All students with active IEP’s and/or eligibilities should be offered FAPE or parent’s must revoked consent. (*repeat at least monthly)</p> <p>Reports Due – September 30, 2012 Final Submission of Budget Completion Reports for FY11: All Grants Consolidated Application – All Special Education Budgets Transmission for FTE Cycle 1 Begins GNETS – CIMP Plans</p>	<p>(helps to note comparison/trend) FTE 1 – Error 799 – Student Report in prior year Student Record as SWD but no services reported in FTE 1 or no primary area reported in FTE 1. All students with active IEP’s and/or eligibilities must be offered FAPE or parents must revoke consent. Verify FTE prior to sign-off Review budget expenditures Review FTE results school by school-Compare to class list Review teacher caseloads Review CPI results Check timelines Review discipline data</p> <p>Register for G-CASE Conference Reports Due 10-2 GA High Cost Fund (GHFC) grant applications accepted 10-4 FTE Cycle 1 Count Day Transmission 10-27 Final Transmission for CPI Cycle 1 – Deadline for superintendent’s Sign-off Final Transmission Date for FTE Cycle 1 – Deadline for superintendent’s Sign-off</p>

<p align="center">NOVEMBER/ DECEMBER</p> <p>Review budget – funds should be 25% spent Check the status of your budget Check timelines Review teacher caseloads Prepare carry over budgets (Federal)</p> <p>Attend G-CASE Conference in Savannah Reports Due –December 30, 2012 Special Education Budgets FY 13 Final Submission</p>	<p align="center">JANUARY</p> <p>Begin budget process for next year (review FTE, BCW, growth stats) Review teacher caseloads monthly Review EOCT results Prepare staffing for next year Check the status of your budget Check timelines Review teacher caseloads</p> <p>Reports Due – January 3, 2013 Grant for Residential and Reintegration Services (GRRS) grant applications accepted</p>	<p align="center">FEBRUARY</p> <p>Parent surveys – plan for distribution Post-secondary – plan for follow-up Check the status of your budget Suggested guideline that 50% of grant funds are drawn down from the GaDOE Check timelines Review teacher caseloads Schedule meeting with FTE coordinator to visit each school with data clerk Register for Spring Leadership Meeting Reports Due – February 28, 2013 Initial Transmission for Special Education – Student Record</p>
<p align="center">MARCH</p> <p>Verify all evaluations are complete Check the status of your budget Check timelines Review teacher caseloads Verify FTE prior to sign off, school by school Review Student Records reports Review Student Record Errors</p> <p>Attend Spring Leadership Meeting Reports Due 3-1 FTE Cycle 3 Count Day Transmission for FTE Cycle 3 Begins 3-5 Final Date to Submit GRRS applications 3-23 Final Transmission Date for FTE Cycle 3 Data – Deadline for Superintendent’s Sign-off</p>	<p align="center">APRIL</p> <p>Verify budget spent Verify student services provided for suspensions over 10 days Check the status of your budget Check timelines Review teacher caseloads Review Student Records reports Review Student Record Errors</p> <p>Reports Due 4-2 Final Date to Submit Georgia High Cost Fund (GHCF) 4-9 Special Education Student Record – Duplicate Resolutions</p>	<p align="center">MAY</p> <p>Verify student records data Review timelines Review preschool data Private school consultation Check the status of your budget Check timelines Review teacher caseloads End of year Stakeholder meeting for review of goals and revision for next year’s Con-Ap update Review Student Records reports Review Student Record Errors</p> <p>Reports Due – May 31, 2013 Parent Surveys completed</p>

JUNE	Monthly	Monthly (con't)
<p>Review staffing for next year from district budget process and transportation needs</p> <p>Check the status of your budget</p> <p>Check timelines</p> <p>Review teacher caseloads</p> <p>Review Student Records reports</p> <p>Review Student Record Errors</p> <p>Reports Due</p> <p>6-1 Postsecondary Survey Opens for Data Entry (FY11-12 Exiters)</p> <p>6-15 Final Student Record Submission – Including Special Education Record and GNETS Program Record</p> <p>GNETS – Grant Applications</p> <p>6-30 Disproportionality Documentation Form/CEIS Student Data</p>	<p><u>Check the status of your budget</u></p> <ul style="list-style-type: none"> ✓ Expenditures – check chart of Accounts for appropriate codes ✓ Check fund codes for new hires (state vs federal) ✓ Check monthly timeline logs for anyone paid with federal funds ✓ Semi-annual certification for single cost objective federal employees, PARS for monthly employees <p><u>Check discipline records</u></p> <ul style="list-style-type: none"> ✓ OSS – Number of days Cumulative number of days Manifestation meetings Continuation of Services ✓ ISS – Number of days Cumulative number of days 	<p><u>Check transfer students within state</u></p> <ul style="list-style-type: none"> ✓ Daily – student data clerks in schools check Student Profile on enrolling students ✓ Weekly - student record coordinator run Special Education Claim Report for specific weekly date range and individual student record for students identified in the Special Education Claim Report <p><u>Check timelines</u></p> <p><u>Review teacher caseloads</u></p> <p><u>Collaborate with GNETS to share information on monthly “Program Level File Reports”</u></p>

