



STATE OF MAINE
DEPARTMENT OF EDUCATION
23 STATE HOUSE STATION
AUGUSTA, ME 04333-0023

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

MM/DD/YY

DIRECTOR NAME, Director of Special Education
SAU/CHARTER
P O BOX/STREET ADDRESS
CITY/STATE/ZIP

Dear (DIRECTOR NAME),

The Maine Department of Education (Maine DOE) is required under federal law to monitor special education programs and services for children with disabilities, as described under Section 616 of the 2004 Amendments to the Individuals with Disabilities Education Act (IDEA).

The purpose of this letter is to inform you that your school administrative unit (SAU) will be reviewed as part of the General Supervision System for the (NUMERIC) school year, as outlined in the August 25, 2017 version of Maine's Unified Special Education Regulations (MUSER).

(SAU/CHARTER)'s site visit is scheduled for (ALPHA MM/DD/YY) at (TIME). The on-site visit will include both file review and program visits. Special Education Directors will receive an email from a member of the Supervision, Monitoring and Support Team mid-June outlining the monitoring process.

Please contact Julie Pelletier as soon as possible if this date interferes with other district calendar events, and you are unable to plan for the Maine DOE to come on-site for this visit

For further information, please contact Colette Sullivan at Colette.Sullivan@maine.gov or (207) 624-6689

Sincerely,

(DOCUSIGN SIGNATURE)

Colette Sullivan
Federal Program Coordinator
Office of Special Services & Inclusive Education

EF/CS/jp

cc: (SUPERINTENT NAME), Superintendent of Schools