

Good Afternoon (full name),

As you are aware, you are part of the 2024-2025 cohort that is up for audit. Your on-site visit is scheduled for **XX/XX/XXXX**.

My name is -----, and as a member of the Federal Supervision, Monitoring, and Support Team from the Maine Department of Education, I will be your primary contact person throughout this process.

As mentioned in our cohort training held May 2024, please see the attached information for your upcoming audit, which includes the following:

- Updated Cohort Training PowerPoint that outlines the specific expectations of the audit
- Monitoring Timelines
- IEP Quick Reference Document

You can access your Self-Assessment form [here](#). Please share the link with any staff that will assist with the self-assessment.

If for some reason you are missing any of these documents, please feel free to reach out and I will make sure they get to you promptly.

Also, in preparation for the review process, we will have a Zoom training that will help you choose the best files for your Self-Assessment. If possible, it would be our guidance to invite a representative from any out of unit placement you access.

You can choose to register for one of these sessions through the email invitation, which will arrive the first week of September. They are currently scheduled for: *September 18, 2024 at 9:00-10:00 OR 3:00-4:00*. We will review the self-assessment, that is to be completed using a Microsoft Form, at these sessions. These sessions will be recorded and available if you are unable to attend. If you want the recording, please contact Julie Pelletier at julie.pelletier@maine.gov

Please note: We will be completing the majority of audit items with you during your scheduled onsite visit, but we ask that you send 2 transition plan screeners by June 30, 2024 and complete the self-assessment for 20 files plus 1 from each OOU placement by October 1, 2024-for **November-December visits** and March 1, 2025 for **April-May visits**.

I know that the past few years have presented us all with a multitude of ongoing challenges, so please feel free to reach out to me with any questions and I am happy to try and make this process as smooth and efficient as possible. I look forward to working with you and your team.

Best,

