



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

JANET T. MILLS  
GOVERNOR

A. PENDER MAKIN  
COMMISSIONER

MM/DD/YYYY

(Director Name), Director of Special Education  
(School)  
(Mailing Address)  
(Town, State, Zip)

RE: Letter of Findings for Program Year 2023-2024

Dear (Director Full Name),

The Maine Department of Education (Maine DOE), Office of Special Services would like to thank you and your staff for your participation in the recent annual General Supervision System Monitoring Process. Maine DOE is required under federal law to monitor special education programs and services for students with disabilities as described under Section 616 of the 2004 Amendments to the Individuals with Disabilities Education Act (IDEA).

The Department has reviewed your School Administrative Unit's (SAU) data and other sources of information to determine compliance with Maine's targets for certain federal indicators, in accordance with the federal Office of Special Education Programs (OSEP) requirements and Maine Unified Special Education Regulations (MUSER).

Enclosed please find a document titled *Summary of Findings*. The *Summary of Findings* outlines your SAU's level of compliance with specific indicators in certain areas. Your data demonstrates areas of noncompliance; therefore, documentation with detailed information has been included.

Based on the information provided from the *Summary of Findings* the Maine DOE has developed a *Corrective Action Plan*. The purpose of this documentation is to inform you of the *Corrective Action Plan (CAP)* including activities to address the findings. For indicators/areas identified as noncompliant, correction must be made **as soon as possible but no later than (Due Date)**. For information regarding the Results-Based Accountability Rubric, please refer to the SOF/CAP email recently sent to you by one of our monitoring team members.

Please submit all materials by email to [Monitoring.DOE@maine.gov](mailto:Monitoring.DOE@maine.gov) or by mail to the attention of Julie Pelletier, Maine Department of Education, 23 State House Station, Augusta, ME 04333-0023.

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

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

EF/CS/jp

Enclosures

cc: (Superintendent Name), Superintendent of Schools