



December 1, 2008

Les Stevens
Superintendent
North Greene Cusd 3
407 N Main St
White Hall, Il, 62092

Dear Mr. Stevens:

Thank you for attending our focused monitoring training. I look forward to working with you and your staff during the focused monitoring visit scheduled for December 10, 2008 through December 12, 2008. The focused monitoring team will consist of the ISBE team leader, one ISBE team member, one peer members, and one parent member.

As you are aware, the on-site visit will consist of student file reviews, staff interviews and classroom observations. The focused monitoring team will review the IEPs for students enrolled in the classes that are observed. Observations will be conducted in the classrooms of the teachers that are interviewed. Interviews will be conducted with administrators, general education teachers, special education teachers, and related service personnel. In order for the visit to be comprehensive, please ensure that interviews are representative of all grade levels and subject areas.

Please schedule a public forum for the evening of December 10, 2008 at 6:00 p.m. Remember that it is the district's responsibility to provide a time and a place for the forum and document efforts to invite parents and stakeholders to enhance meeting participation. The district is required to submit such documentation three weeks prior to the forum.

In order to move forward with the planning for this visit, some preliminary information must be submitted prior to the visit. The following documentation must be submitted no later than **December 1, 2008**:

- Special education policies/procedures/practices/forms
- Professional/Staff Development Plan(s)
- Family/School collaboration
- Continuum of placement options available in the district
- List of attendance centers, programs housed in each center, and staff rosters for each building, including administrative personnel and related service staff
- List of teacher schedules
- Part B Self Assessment
- Travel directions to the administrative office and any special parking instructions

Thank you in advance for your cooperation and assistance. Please feel free to contact me at 217/782-5589 or email me at tmcnear@isbe.net if you have any questions.

Sincerely,



David Andel
Division Administrator
Special Education Services Division



Terri McNear
Principal Education Consultant
Special Education Services Division