



**STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION**

Office of Special Education Services
IDEA Program Monitoring Agenda

LEA NAME:

Team 1	File Review Team [insert initials]
Team 2	Interview Team [insert initials]

DAY ONE:

8:30 am – 8:45 am	Arrival and Set-Up	
8:45 am – 9:15 am	<p align="center">Presentation by Local Education Agency (LEA) LEA Leadership Team (e.g., Superintendent, Special Services Director, and other guests) Location:</p>	
9:15 am – 9:30 am	<p align="center">Office of Special Education Services - Summary of Monitoring Activities On-Site Monitoring Team Location:</p>	
9:30 am – 10:30am	<p>OSES – File Review Team Location:</p>	<p>OSES – Interview Team Interview Group: Choose an item. Interview Location:</p>
11:00 am – 12:00 pm		<p>OSES – Interview Team Interview Group: Choose an item. Interview Location:</p>
12:00 pm – 1:15 pm	Lunch Break	
1:30 pm – 2:30 pm	<p>OSES – File Review Team Location:</p>	<p>OSES – Interview Team Interview Group: Choose an item. Interview Location:</p>
2:30 pm – 4:00 pm		<p>OSES – Interview Team Interview Debriefing/File Review</p>
4:00 pm – 4:30 pm	<p align="center">OSES Monitoring Team - Day One Debriefing Office of Special Education Services On-Site Monitoring Team Location:</p>	

Team 1	
Team 2	
Team 3	

DAY TWO:

8:30 am – 9:00 am	Arrival and Set-Up		
9:00 am – 11:15 am	Team 1 File Review Location:	Team 2 Implementation Review Location:	Team 3 Implementation Review Location:
11:15 am – 12:30 pm	Travel and Lunch Break OSES School Site Monitoring Teams		
12:30 pm – 2:45 pm	Team 1 File Review Location:	Team 2 Implementation Review Location:	Team 3 Implementation Review Location:
3:15 pm – 4:30 pm	Travel and OSES Debriefing On-Site Monitoring Team Location:		

School Site Addresses and Contacts:

Elementary Schools	Middle Schools	High Schools

DAY THREE:

Team 1	
Team 2	
Team 3	

8:30 am – 9:00 am	Travel Time/Set Up at School Sites Office of Special Education Services On-Site Monitoring Team (Various School Site Locations)		
9:00 am – 11:15 am	Team 1 File Review Location:	Team 2 Implementation Review Location:	Team 3 Implementation Review Location:
11:15 am – 12:30 pm	Travel and Lunch Break Office of Special Education Services School Site Monitoring Teams		
12:30 pm – 3:15 pm	Team 1 File Review Location:	Team 2 Implementation Review Location:	Team 3 Implementation Review Location:
3:15 pm – 3:45 pm	OSES Debriefing Office of Special Education Services On-Site Monitoring Team Location:		
3:45 pm – 4:30 pm	Concluding Conference with LEA Special Services Director Location:		

School Site Addresses and Contacts:

Elementary Schools	Middle Schools	High Schools

***This schedule is tentative and will be finalized by the Lead Monitor and the Special Services Director.**