

### Corrective Action Plan

Step No.	Action(s) Required	The district must submit the following documentation to the SEB	Deadline for submitting to the SEB
1	Complete and return Corrective Action Plan (CAP) acknowledgement	<input type="checkbox"/> Signed CAP acknowledgment letter	February 13, 2023
2	Develop a log of missed special education services.	<input type="checkbox"/> Missed special education service log	February 28, 2023
3	Make-up Special Education service time as written in each student's Individualized Education Program (IEP) and/or as agreed upon by the school and parent. Agreement must be documented in the Prior Written Notice (PWN).	<input type="checkbox"/> PWNs documenting agreement	May 31, 2023
4	Develop a plan to ensure students receive specialized instruction and related services. The plan should also address staffing needs.	<input type="checkbox"/> Special education and related service	May 31, 2023
5	All special education services must be documented and tracked on special education or related service logs.	<input type="checkbox"/> Special education service logs <input type="checkbox"/> Related service logs	March 31, 2023
6	Complete evaluations for any student that is suspected or known to have a disability and, due to the disability, may need special education and related services.	<input type="checkbox"/> Evaluations Reports <input type="checkbox"/> IEPs for those students determined to be eligible for special education and related services.	April 28, 2023
7	Conduct IEP team meetings to update all Individualized Education Plans (IEPs) that are overdue for review and possible revisions.	<input type="checkbox"/> IEPs	May 31, 2023
8	All students requiring a secondary transition IEP by age 14 or earlier depending on need and student's birthday, must have one completed as required by state and federal regulations.	<input type="checkbox"/> IEPs	May 31, 2023

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9	Consolidate IEP records. All IEP documentation should be in one centralized location and in the same format.	<input type="checkbox"/> Developed or revised procedures for the collection and storage of IEPs	May 31, 2023
10	Teachers must be provided access to IEPs to ensure students accommodations, modifications, goals and other pertinent information is available and student is receiving specialized instruction.	<input type="checkbox"/> Developed or revised Policy, Procedure, Practice	February 28, 2023
11	All trainings sponsored by the Special Education Division of the NMPED must be attended by appropriate LEA staff to include the Head Learner, related service staff, special education teachers, general education teachers (if deemed appropriate).	<input type="checkbox"/> Training Sign-Ins	May 31, 2023