**Colorado Department of Education**

**Exceptional Student Services Unit**

Additional Information from Existing Administrative Unit

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| *Directions: A school district within your existing administrative unit has made an application to form a new or reorganized administrative unit. This is a voluntary form to be completed by the existing administrative unit. Information provided by the existing administrative unit may provide important information to CDE in reviewing and issuing a decision regarding the request to from a new or reorganized AU. The completed form should be electronically mailed to* AU\_ReOrganization@cde.state.co.us no later than October 1st. *The existing AU should consult the CDE Fact Sheet entitled* [*Applications for a New or Reorganized Administrative Unit*](https://www.cde.state.co.us/cdesped/fact-app-aureorg) *for additional information regarding the process and required timelines.*  |

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| **Name of Existing AU:** | *Click here to enter text.* |
| **Name of Name of Applicant District:** | *Click here to enter text.* |

# Section 1 – Application Submitted

Has the applicant district provided its existing administrative unit with a copy of the application, including the letter of intent, to form a new or reorganized administrative unit?

[ ] Yes Date Received:Click or tap to enter a date.

[ ] No

# Section 2 - Provision of Special Education and Related Services

***Licensed Educational and Related Services Providers***

If the applicant district’s application is approved, does the existing administrative unit have concerns that it will be unable to provide licensed educational or related service providers to identify, evaluate, plan, and provide services to children who are suspected of having a disability because of the proposed reorganization? [ECEA 3.01(1)(b)]

[ ] No [ ] Yes

If yes, please provide a detailed explanation as to why the existing administrative unit believes it will not be able to provide the required licensed educational or related service providers to identify, evaluate, plan, and provide services to children who are suspected of having a disability because of the proposed reorganization.

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| *Click here to enter text.* |

***Provision of*** ***Licensed and Endorsed Special Education Administrative Staff***

If the applicant district’s application is approved, does the existing administrative unit have concerns about its ability to ensure the availability of licensed and endorsed special education administrative staff? [ECEA Rule 3.01(1)(c)]

[ ] No [ ] Yes

If yes, please explain which special education administrative positions are of concern to the existing administrative unit.

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| *Click here to enter text.* |

***Effective and Efficient Delivery of Special Education and Related Services***

The applicant district has indicated that by creating a new administrative unit, it will be able to provide for the effective and efficient delivery of special education and related services. The applicant district must include information as to how the proposed administrative unit will improve the efficient and effective delivery of special education services to students within its jurisdiction [ECEA Rule 3.01(5)(b)].

Please review the applicant district’s response and indicate if the existing administrative unit agrees with the applicant district’s rationale.

[ ]  The existing administrative unit agrees that the approval of the applicant district’s application to form a new or reorganized administrative unit will improve the efficient and effective delivery of special education services to students.

[ ]  The existing administrative unit does not agree with the applicant district’s rationale that approval to form a new or reorganized administrative unit will improve the efficient and effective delivery of special education services to students. Please provide a detailed explanation as to why the existing administrative unit does not agree with the applicant district.

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| *Click or tap here to enter text.* |

# Section 3 – Gifted Education

Each administrative unit must provide a gifted education program in accordance with Colorado’s Exceptional Children’s Educational Act (ECEA) and the rules of the Colorado State Board of Education. Each administrative unit must adopt a gifted education program plan that the administrative unit can implement within the local, state, and federal moneys and resources that are available to the administrative unit for gifted education. C.R.S. 22-20-204.

If the applicant district’s application is approved, does the existing administrative unit have concerns that it will be unable implement a gifted education program that is in compliance with the ECEA and State Board Rules within the remaining local, state, and federal moneys and resources available to the existing administrative unit?

[ ] No [ ] Yes

If yes, please provide a detailed explanation as to why the existing administrative unit believes it will not be able to implement a gifted education program within the remaining local, state, and federal moneys and resources that are available to the existing administrative unit.

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| *Click here to enter text.* |

# Section 4 - State and Federal Standards

***Special Education Compliance***

Has the applicant district ever been responsible for the existing administrative unit being cited for failure to meet any federal and state requirements for the provision of special education services to students with disabilities? [ECEA 3.01(1)(a)(i) and ECEA Rule 3.01(3)(d)]

[ ] Yes [ ] No

If yes, please indicate how the noncompliance was identified:

[ ]  Finding(s) issued as result of a desk audit specific to the applicant district.

[ ]  Finding(s) issued because of an on‐site monitoring specific to the applicant district.

[ ]  Finding(s) issued because of a state complaint specific to the applicant district.

 Please list state complaint case number(s):

[ ]  Adverse decision because of a due process hearing specific to the applicant district.

 Please list due process hearing case number(s):

[ ]  Corrective action required related to applicant district’s impact on the current administrative unit’s SPP Indicators. (For example, the AU was required to develop a corrective action plan because the applicant district contributed to missed evaluation and eligibility timelines as tracked through Indicator 11.)

[ ]  Please indicate which indicator(s) were identified for the corrective action due to the impact of the applicant district’s performance on the administrative unit for the applicant district: Click or tap here to enter text.

[ ]  Identified as significantly disproportionate in one or more areas of identification, educational environment, or disciplinary actions.

[ ]  A root cause analysis indicated that the applicant district contributed to the existing administrative unit’s designation as significantly disproportionate.

[ ]  Failure to provide approved justification for exceeding the 1% participation rate on alternate assessments.

[ ]  Other: Click or tap here to enter text.

If yes to any of the above, has the applicant district implemented/supported the implementation of all remedies or the required corrective action plans (CAPs) within the required timelines? ECEA Rule 3.01(1)(a)(i).

[ ]  Yes

[ ]  No

[ ]  Not Applicable

If no, please identify which CAP or ordered remedies have not been completed within the required timelines and provide an explanation:

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| Click or tap here to enter text. |

***Special Education Data Reporting***

Has the applicant district been responsible for the existing administrative unit being cited for failure to comply with any federal and state reporting requirements, including fiscal and data reporting requirements? [ECEA Rule 3.01(1)(a)(iv)]

[ ] Yes [ ] No

If yes, specify the report and nature of the non-compliance:

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| Click or tap here to enter text.  |

| **Name of Federal or State Report** | **Summary of Non-Compliance** |
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Has the applicant district ever failed to provide data to the existing administrative unit for special education student, staff, and cost and revenue data in such a way that the existing administrative unit was *unable* to meet its obligation to provide timely and accurate data submissions on or before dates established by the Colorado Department of Education? [ECEA Rule 3.01(1)(e)]

[ ]  Yes

[ ]  No

If yes, please specify which data submissions were either late or were identified for data quality concerns due to the applicant district’s failure to provide either timely or accurate data to the existing AU.

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| Name of Data Submission | Nature of Concern |
| *Click or tap here to enter text.* | [ ] Timely Submission [ ] Data Quality |
| *Click or tap here to enter text.* | [ ] Timely Submission [ ] Data Quality |
| *Click or tap here to enter text.* | [ ] Timely Submission [ ] Data Quality |
| *Click or tap here to enter text.* | [ ] Timely Submission [ ] Data Quality |

# Section 5 - Fiscal Impact on Existing Administrative Unit

Has the applicant district or the existing administrative unit failed to meet its current maintenance of effort requirement (MOE)? ECEA Rule 3.01(3)(b).

[ ]  Yes

[ ]  No

Has the existing administrative unit received a qualified or modified opinion on a single audit within the past three years? ECEA Rule 3.01(a)(vi).

[ ]  Yes

[ ]  No

If yes, please attach a copy of the audit(s) in which the qualified or modified opinion was offered.

If the applicant district’s application is approved, does the existing administrative unit anticipate that the fiscal impact on the existing administrative unit will impede or prevent it from meeting its obligations to provide special education and related services to students within its jurisdiction? [ECEA Rule 3.01(5)(b)]

☐Yes

☐No

If yes, please provide a detailed explanation as to why the existing administrative unit believes the fiscal impact may impede or prevent it from meeting its obligations to provide special education and related services to students within its jurisdiction?

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| Click or tap here to enter text. |

***Third-Party Report for School Districts Seeking Approval for a New or Reorganized AU***

ECEA Rules allow for the existing administrative unit to request the applicant district to secure and pay for a report prepared by an approved independent third party [ECEA Rule 3.01(3)(d)]. The [third-party report](https://www.cde.state.co.us/cdesped/dircorner) must describe the *anticipated* revenues and expenditures for all affected administrative units, including the existing AU and the proposed new or reorganized AU [ECEA 3.01(3)(e)]. Specifically, the third-party report must provide sufficient information that will aid the Department in answering the following questions:

* Is there evidence that the proposed AU will be able to meet all its obligations, including maintenance of effort, under state and federal special education law? [Rule 3.01(5)(a)(i)]
* Is there evidence that the existing administrative unit will be able to meet all its obligations, including maintenance of effort, under state and federal special education law? [ECEA 3.01(5)(a)(ii)]

Will the existing administrative unit request the applicant district to secure and pay for a report prepared by an independent third-party?

[ ] No, the existing administrative unit does not believe that the departure of the applicant district will impede or prevent its ability to meet all its obligations under state and federal special education law. As a result, the existing administrative unit is not requesting an independent third-party report.

[ ] Yes, the existing administrative unit has requested the applicant district to secure and pay for an independent third-party report? Date of the request: Click or tap to enter a date.

Additional information regarding the third party report may be found in the CDE Fact Sheet entitled [Instructions for Completing the Third Party Report for School Districts Seeking Approval for a New or Reorganized AU](file:///C%3A%5CUsers%5Ccolsman_m%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CEBQ9N7AN%5Ctest).

**Section 6 - Additional Information**

Please provide the Department with any additional information that the existing administrative unit believes is relevant to CDE in making a determination regarding the applicant district’s request to form a new or reorganized AU.

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| *Click here to enter text.* |

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| *Please note: ECEA Rule 3.01(4)(c) allows for the CDE or another entity to request additional information or documentation from the applicant district. If the existing administrative unit requires additional information or documentation that it believes should be considered by CDE, the existing administrative unit must request the information or documentation directly from the applicant district. All additional information or documentation the existing administrative unit believes relevant to CDE’s decision must be provided to the CDE by October 1st. Please email this document and any additional information to* AU\_ReOrganization@cde.state.co.us. *Please note CDE will not accept additional information after October 1st.*  |

***Contact Information***

Administrative Unit’s Primary Contact:

Name: Click here to enter text.

Email: Click here to enter text.

Phone Number: Click here to enter text.

Mailing Address for Chairperson of BOCES Board: *Click here to enter text.*

***Assurances and Signatures***

I certify that the information provided in the applications is accurate to the best of my knowledge.

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Executive Director, Existing Administrative Unit

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Chairperson, Existing Administrative Unit’s

Governance Board