



Invitation to a Public Forum



Thomas J. Waters Elementary School invites you to attend a public forum conducted by the Illinois State Board of Education (ISBE), Division of Special Education Services. Our School has been selected for a focused monitoring review regarding educational placement decisions for students with disabilities. The ISBE team leader will explain the focused monitoring process about placement decisions and provide you an opportunity to share your comments.

When: May 11, 2016

Time: 9:30 a.m. to 10:30 a.m.

Where: GYMNASIUM / Thomas J. Waters Elementary School

May 2, 2016

Dear Parent and/or Guardian:

Waters Elementary School has been selected by the **Illinois State Board of Education (ISBE)** for a focused monitoring review of the educational placement decisions for students with disabilities. The selection of our school was based on Waters' data that we submitted to ISBE.

The purpose of focused monitoring is to investigate compliance with federal and state special education laws and regulations. This monitoring process additionally seeks to ensure that Waters Elementary School is following appropriate procedures in making educational placement decisions for students with disabilities. Educational placement is the location where a student with a disability receives his/her education.

The purpose of the public forum is to allow parents and/or guardians the opportunity to share their experiences about the process of determining the educational placement for their child. The ISBE team leader will lead the public forum along with a parent member from the focused monitoring team who has the experience of also being the parent of a child with a disability.

The meeting agenda includes:

- An explanation of how Waters Elementary School is selected for focused monitoring by ISBE and what the process includes, and
- A discussion will occur on how Waters Elementary School collaborates with parents on determining the educational placement, the location where a student with a disability receives his/her education.

All information gathered during the focused monitoring forum is confidential, and those who contribute information remain anonymous. Verbal or written comments are encouraged at the public forum. The information collected during the forum will be reviewed by the ISBE team leader. The team leader will complete a written report that may include recommendations to administration regarding the procedures and practices for making educational placement decisions for students with disabilities.

ISBE has respectfully requested that Waters' staff and administration do not attend the forum. Opportunities are provided at the district and school levels for the staff and administration to contribute information to this process also.

We hope you will be able to attend the public forum.

When: May 11, 2016

Time: 9:30 – 10:30 a.m.

Where: Waters Elementary School Gymnasium

If you require special accommodations to attend the forum, (e.g., translator), please contact Hadley Bricker @ 773-534-3927. Additionally, if you are unable to attend the forum you may contribute to this process by completing our parent survey at the following link:

<https://www.surveymonkey.com/r/QN7P37W>.

Best regards,
Titia Crespo
Principal

WATERS ELEMENTARY SCHOOL PUBLIC FORUM

INVITATION INSTRUCTIONS

It is important that invitations reach a diverse population within the school district, including groups that are typically underrepresented.

Invitations should be disseminated in a variety of ways, including but not limited to:

- the local newspaper;
- direct mail to families of students with disabilities;
- posting to the school's/school district's website;
- placing a note in students' backpacks;
- notice on school/district marquee;
- utilizing existing building/district mailing lists, automatic phone message system, and sharing information through any existing list serves or established newsletters; and
- utilizing local and/or regional education groups and advocacy organizations to assist in disseminating the information.

Description of Activity	Evidence attached	Date
1. Public Forum Flyer / Invitation sent home with the special education students (Spanish form was used as needed.)		April 25, 2016
2. Public Forum Letter / Invitation sent home with the special education students (Spanish form was used as needed.)		May 2, 2016
3. Waters Elementary School Website, Waters Facebook page, GREEN NOTES (Waters Weekly Newsletter / Email		May 3, 2016 May 8, 2016 (Green Notes)

Note: The ISBE team leader will discuss with building/district administration options to consider providing at forum such as:

- refreshments;
- childcare;
- parking options
- identification of appropriate entry door;
- specific accommodations for attendees for whom English is not a primary language such as, but not limited to, a translator and/or materials in an alternate format/language;
- incentives to encourage attendance; and
- other specific considerations as needed.

The **school/district** is required to submit this information to the ISBE team leader for approval at least three weeks prior to the public forum scheduled for **(DATE)**.

The **school/district** is also responsible for providing notice of the forum to the intended audience at least two weeks prior to the scheduled forum scheduled for **(DATE)**.

