**Massachusetts Department of Elementary and Secondary Education**

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| Form 1: NOTIFICATION / REQUEST FOR PRIOR APPROVAL OF SUBSTANTIAL CHANGES IN AN APPROVED PUBLIC SPECIAL EDUCATION DAY SCHOOL OR PROGRAM (v. 1.22.19) |

Date of this notice: ­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Directions:** All Public Special Education School Programs must sendpage 1 of this form and attach to it a narrative addressing the applicable “Notification or Request for Prior Approval of the substantial change(s).” Include in the narrative the program’s rationale for such change(s). Also include the required corresponding documentation listed on the checklist below, and any other information that the program believes justifies such request(s). Please consult the guidance document (attached) for Guidance.

Send the completed materials to: Compliance@doe.mass.edu

or

Massachusetts Department of Elementary and Secondary Education

75 Pleasant St.

Malden, MA 02148

ATTN: Problem Resolution System Office

Pursuant to 603 CMR 28.09(5)(c), this approved public special education day school or program is hereby providing written notification / requesting prior approval from the Department for the following reason(s):

**NOTIFICATION TO DESE REQUIRED: Note the applicable specific timeline required for each notification**

**Immediate notification for:**

\_\_\_\_\_\_\_unexpected building change as the result of an emergency

\_\_\_ closure of a program

**15 working days notification for:**

\_\_\_\_\_\_ change in program’s name

\_\_\_ vacanc(ies) in approved staff positions not filled by another appropriately licensed or waivered staff person, and that have a direct impact on the service delivery to students

**PRIOR APPROVAL FROM DESE REQUIRED BEFORE CHANGES MAY OCCUR:**

\_\_\_ changes to school building(s)/physical facilities that are not due to an emergency, but are related to relocation and/or expansion of building(s)

\_\_\_\_\_\_ request to increase or decrease the ages of the students being served

Public School District or Collaborative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail Address of Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone of Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Program Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  **DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION ACTION****APPROVAL STATUS:** ⁭ Receipt Acknowledged on: ⁭ Received by DESE on: All required documentation received on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Request for Change Approved on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Request for Change Denied on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Reason attached)(ESE PRS Liaison) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(ESE PRS Supervisor)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (ESE PRS Director)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Staff Completing Page 1 of this form must review the checklist below to ensure that information submitted to the Department is complete and that it responds to all Form 1 information requirements.

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| **Necessary Information Required for Form 1’s**NOTIFICATION: |
| **IMMEDIATE NOTIFICATION IS REQUIRED** |
| **Unexpected building change as the result of an emergency**Approvals, Licenses, Certificates of Inspection (criteria 2.2)Physical Facility/Architectural Barriers (criteria 13.4)Notification to parents/guardians and responsible school districtsAnticipated return date to original location |  |
| **Closure of a program**Current Student Roster (criteria 8.5)Written notification sent to funding sourcesWritten notification sent to parents/guardiansDate program is expected to closeTransition status/plan for all students currently enrolled regarding new placements sought/secured Student Record transfer plan for all students enrolled and for all prior students Weekly or monthly updates to DESE on the Transition status/plan for all students enrolled Weekly or monthly updates to DESE on the Student Record transfer plan for all students  |  |
| **15 WORKING DAYS NOTIFICATION IS REQUIRED** |
| **Change in program’s name**Organizational structure (criteria 11.9) |  |
| **Vacanc(ies) in approved staff positions not filled by another appropriately licensed or waivered staff person that have a direct impact on the service delivery to students** Master Staff Roster (criteria 11.6)Notification letter sent to funding public school district(s) of students affected by vacanc(ies)Efforts school is making to fill vacanc(ies)Alternative methods for provision of services |  |
| **Necessary Information Required for Form 1’s:****PRIOR APPROVAL:** |
| **Changes to school building(s)/physical facilities that are not due to an emergency, but are related to relocation and/or expansion of building(s)** Approvals, Licenses, Certificates of Inspection (criteria 2.2)EEC Licensure if applicable (criteria 2.3)Physical Facility/Architectural Barriers (criteria 13.4)Library/Resource Room (criteria 13.7)Expected date construction will begin and will be completed and the impact on students, if any Expected date of onsite visit from DESE liaison Written assurance that students will not use the building until the Form 1 is approved by DESE  |  |
| **Request to increase or decrease the ages of the students being served** Program and Student Description (criteria 1.2) Staffing for Instructional Groupings (criteria 10.1)Age Range (criteria 10.2)Teacher Roster (Special Education Teachers and Regular Education Teachers) (criteria 11.4)Ages currently approved to serveAges proposing/requesting to serve |  |

**Guidance for Completing Form 1: Notification/Request For Prior Approval of Substantial Changes**

**Within An Approved Public Day Special Education School or Program**

The Department of Elementary and Secondary Education (DESE) has developed this written guidance approved public special education day school programs in order to clarify reporting requirements for certain changes to its program(s) that are proposed and/or unexpected, as well as the supporting documentation that must be submitted with the Form 1. All approved public day special education schools or programs seeking to make changes to its currently approved program(s) must complete a Form 1: Notification/Request For Prior Approval of Substantial Changes Within an Approved Public Day Special Education School or Program. A narrative must be attached that directly pertains to the school’s notification or request for prior approval of the substantial change(s). The narrative must also include a rationale for such change(s) as well as the required documentation referenced below on this form. The applicable monitoring criteria that relates to that required documentation can be found at [**http://www.doe.mass.edu/oases/ps-cpr/instrument.docx**](http://www.doe.mass.edu/oases/ps-cpr/instrument.docx). Please note that the checklist has been developed as a tool for your school or program to use as guidance, however it is important for the school to submit any other information it believes justifies such request(s).

DESE is requiring approved public day special education schools or programs to make **immediate** notification under the following circumstances:

* An unexpected building change as the result of an emergency. This means any changes to a building (school or program) due to unexpected circumstances such as a fire or flood. It is important for the school or program to clearly and completely describe the change, the impact of the change on enrolled students, the school’s plan to address the change and to submit the required documentation indicated on the checklist above.
* Any situation that impacts either the health and safety of students or service delivery to students. If a school or program can no longer provide the required staffing to maintain appropriate supervision of students and/or provide services to students as specified on their IEP’s, it must make immediate notification to DESE and provide the required documentation indicated on the checklist above. The school or program must describe its written plan for ensuring the health and safety of students and/or provision of IEP services.
* Closure of a program. If a school or program needs to close suddenly or if a school or program is planning to close by a specified date, it must immediately notify DESE along with providing the required documentation on the checklist above. It is important for the school to develop and submit to DESE a written transition plan for all students enrolled in the school. This plan must include the school or program’s outreach and collaboration with sending public school districts and other funding sources and the steps the school will take to ensure all students transition smoothly to an appropriate, alternate placement.

DESE is requiring approved public special education schools or programs to notify ESE within **15 working days** of the following circumstances:

* A change in the program’s name. The school or program must submit an organizational chart clearly indicating any changes to the staffing and/or structure of the school or program as indicated on the checklist above.
* Vacancies in approved staff positions not filled by another appropriately licensed or waivered staff person that have a direct impact on the service delivery to students. It is important to note that notification must be made to DESE *only if* the vacancy results in students not receiving services as indicated on their IEP’s. The school or program must clearly describe its alternative methods for providing these services to students while attempting to fill any vacant positions. While the school or program is able to *temporarily* fill a vacant position with a substitute teacher, it must notify DESE if substitute teachers are being used and must continue to document its efforts to fill the position with an appropriately licensed staff person. Of additional note is that schools or programs must notify the sending public school districts of staff vacancies only for those students affected by the vacancy and not receiving services as indicated on their IEP’s.A master staff roster addressing any changes made to staffing of the school due to such a vacancy must be submitted as indicated on the checklist above.

DESE is requiring **prior** notification and approval for the following circumstances:

* Changes to school building(s)/physical facilities that are not due to an emergency but are related to relocation and/or expansion or consolidation of buildings. These changes represent changes to buildings/physical facilities that are planned and can include renovations to an existing building or constructing a new building. The school or program must submit all required documents as indicated on the checklist above. It is important to note that DESE will thoroughly review this request along with all supporting documentation and will render an approval based upon the rationale provided and documentation submitted. Request to increase or decrease the ages of the students being served. The school or program must submit all required documentation as indicated on the checklist above. It is important that the school program fully describe in its Form 1 submission how it is prepared to meet the needs of either younger or older students in terms of student groupings, staffing and curriculum.
* Request to increase or decrease the ages of the students being served. The school must submit all required documentation as indicated on page 3 of the checklist. It is important that the school fully describe in its Form 1 submission how it is prepared to meet the needs of either younger or older students in terms of student groupings, staffing and curriculum.