



**Ministry of Education
Resource Management Division
Funding and Financial Accountability Branch**

2018/19 Special Education Enrolment Audit

AUDIT REPORT

SCHOOL DISTRICT No. 42 (Maple Ridge/Pitt Meadows)

2018/19 SPECIAL EDUCATION ENROLMENT AUDIT REPORT SCHOOL DISTRICT No. 42 (Maple Ridge/Pitt Meadows)

Background

The Ministry of Education funds boards of education based on the boards' reported enrolment as of September 30th each year and supplemental Special Needs classifications in September and February. The boards report students with special needs to the Ministry on *Form 1701: Student Data Collection* (Form 1701).

In the 2018/19 school year, school boards reported 31,314 students enrolled in the low incidence supplemental special education funding categories at September 2018. School District No. 42 (Maple Ridge/Pitt Meadows) reported 2,080 students in the special education categories as of September 28, 2018. For the purpose of this compliance audit, School District No. 42 (Maple Ridge/Pitt Meadows) reported 15 student claims in the Physically Dependent Category (Code A), two student claims reported in the Deafblind Category (Code B), 45 student claims in the Moderate to Profound Intellectual Disability Category (Code C), 295 student claims in the Physical Disability or Chronic Health Impairment Category (Code D), four student claims in the Visual Impairment Category (Code E), 33 student claims in the Deaf or Hard of Hearing Category (Code F), 286 student claims in the Autism Spectrum Disorder Category (Code G), and 233 student claims in the Intensive Behavior Intervention/Serious Mental Illness Category (Code H).

The Ministry of Education annually conducts Special Education enrolment audits, in selected school districts, to verify reported enrolment on Form 1701. School districts are selected for audit based on a variety of factors, including the length of time since their last audit, the district's incidence levels compared to the provincial incidence levels, and changes in enrolment.

Purpose

The purpose of the Special Education enrolment audit is to provide assurance to the Ministry of Education and boards of education that school districts are complying with the instructions contained in [*Form 1701: Student Data Collection, Completion Instructions for Public Schools*](#) and Ministry policies are being followed. The audit also provides assurance that the students reported are receiving the service and have been placed in the appropriate special education category, as per the [*Special Education Services: A Manual of Policies, Procedures and Guidelines \(April 2016\)*](#).

Description of the Audit Process

A Special Education enrolment audit was conducted in School District No. 42 (Maple Ridge/Pitt Meadows) during the week of December 17, 2018.

An entry meeting was held on December 17, 2018 with the Superintendent, three Assistant Superintendents, Deputy Superintendent, District Principal of Learning Services, District Vice Principal of Learning Services.

Daily meetings with the Deputy Superintendent, District Principal of Learning Services, Vice Principal of Learning Services were held to present preliminary findings and to seek clarification related to the contents of files.

A sample of 15 student files reported in Physically Dependent (Code A), two student files in Deafblind (Code B), 17 student files in Moderate to Profound Intellectual Disabilities (Code C), 110 student files in Physical Disability or Chronic Health Impairment (Code D), four student files in Visual Impairment (Code E), 15 student files in Deaf or Hard of Hearing (Code F), 30 student files in Autism Spectrum Disorder (Code G), and 110 student file in Intensive Behavior Interventions/Serious Mental Illness (Code H) special needs categories were reviewed and evaluated to determine if the students in these categories were accurately reported on Form 1701.

The file review process did not encounter issues requiring school visits. Meeting daily with the Director of Instruction-Learning services enabled the audit team to keep the District staff apprised of the audit progress.

An exit meeting was held with the Superintendent, three Assistant Superintendents, Deputy Superintendent, District Principal of Learning Services, District Vice Principal of Learning Services on December 21, 2018. The auditors reviewed the purpose of the audit and the audit criteria, explained the audit reporting process, reported their findings, clarified any outstanding issues, discussed reclassifications for the 2018/19 school year, and expressed appreciation for the assistance provided.

Observations

There were no recommendations for reclassification in Code A, Code B, Code C, Code E, Code F, Code G or Code H

Of the 110 student files reviewed by the auditors in Code D, one student was recommended for reclassification to a different low incidence special need category.

The auditors found that:

- One student claim was recommended for reclassification from Code D to a different low incidence special need category.
- There were a number of forms used consistently by the District staff containing helpful information, including:
 - the District's IEP form that clearly described the current functioning level of the student, contained goals and objectives, as well as clear and differing measurement strategies. The inclusion of transition goals was evident;
 - the Child and Youth Working Intake and summary;

- the Personal Development Form – particularly the version completed for a selection of deaf and hard of hearing students;
- the Interagency Case meeting minutes were dated and indicated student centred discussion, planning and follow up; and,
- the student update form was well organised and very informative verifying updated supports in place.
- The District is to be commended for having twice yearly reviews of student needs to ensure students are placed in the correct category and are receiving services commensurate with the identified needs.
- The assessments were current, the Instructional Support Planning Tools were filled out comprehensively and the identified needs were reflected in the development of the IEPs.
- The services provided to the students are appropriate and, in many cases, indicated a partnership with community agencies.
- In some cases, the impact of the disability on the student's learning was not readily evident in the file.

Recommendations:

The auditors recommend that

- The District ensure students with diagnosed conditions are claimed in the educational category that best reflects the type and intensity of educational interventions documented in the IEP as per the Special Education Services Manual of Policies, Procedures and Guidelines.
- The District continue with their favourable practises and programs to support students with special needs.
- The District continue with professional development to ensure the present level of consistency developing student IEPs is maintained.
- The District consider sharing their comprehensive processes and best practices with their colleagues in other school districts throughout province.

Auditors' Comments

The auditors wish to express their appreciation to the District staff for their cooperation and hospitality during the audit.