



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

2018/19 Special Education Enrolment Audit

AUDIT REPORT

SCHOOL DISTRICT No. 10 (Arrow Lakes)

2018/19 SPECIAL EDUCATION ENROLMENT AUDIT REPORT SCHOOL DISTRICT No. 10 (Arrow Lakes)

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. 10 (Arrow Lakes) reported 49 students in the special education categories as of September 28, 2018. For the purpose of this compliance audit, School District No.10 (Arrow Lakes) reported one student claim in the Moderate to Profound Intellectual Disability Category (Code C), six student claims in the Physical Disability or Chronic Health Impairment Category (Code D), two student claims in the Deaf or Hard of Hearing Category (Code F), 11 student claims in the Autism Spectrum Disorder Category (Code G), three student claims in the Intensive Behavior Intervention/Serious Mental Illness Category (Code H), three student claims in the Mild Intellectual Disability Category (Code K), 21 student claims in the Learning Disability Category (Code Q), and two student claims in the Requiring Behaviour Support or with Mental Illness (Code R).

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. 10 (Arrow Lakes) during the week of March 11, 2019.

An entry meeting was held on March 11, 2019 with the Superintendent/Secretary Treasurer and the Director of Learning. Daily meetings with the Superintendent/Secretary Treasurer and the

Director of Learning were held to present preliminary findings and to seek clarification related to the contents of files.

A sample of one student file in Moderate to Profound Intellectual Disabilities (Code C), six student files in Physical Disability or Chronic Health Impairment (Code D), two student files in Deaf or Hard of Hearing (Code F), 11 student files in Autism Spectrum Disorder (Code G), three student files in Intensive Behavior Interventions/Serious Mental Illness (Code H), three student files in Mild Intellectual Disabilities (Code K), 21 student files in Learning Disabilities (Code Q) and two student files in Students Requiring Behaviour Support or Students with Mental Illness (Code R) 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.

An exit meeting was held with the Superintendent/Secretary Treasurer and the Director of Learning on March 13, 2019. 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 recommended reclassifications for the student files reviewed by the auditors.

The auditors found that:

- There were a number of forms used consistently by the District containing helpful information, including:
 - Additional Services and Support Checklist, and
 - Record of Consultation for the IEP meeting. This form clearly identified the attempts made to engage the parents in the process of the IEP development.
- The District is to be commended for having regular reviews of student needs to ensure students are classified in the appropriate category and are receiving services commensurate with the needs identified in the assessments.
- The assessments were current with the Instructional Support Planning Tools filled out comprehensively and, in most instances, the identified needs were reflected in the development of the IEPs.
- The services provided to the students were appropriate and indicated partnerships with community agencies.
- There was inconsistent evidence of the methods used to measure progress in relation to the IEP goals.
- At the secondary level:
 - there were IEPs with goals related to the special needs category and stapled to it were curricular area goals; and
 - in Code Q evidence of measureable goals corresponding to the category and based on student need was not readily available.

Recommendations

The auditors recommend that:

- The District staff ensure all IEPs outline the method for measuring progress in relation to the IEP goals.
- At the secondary level, the District staff consider incorporating all student goals into one IEP document.
- At the secondary level, the District staff ensure there is evidence of measureable goals based on student need for all students claimed in Code Q.

Auditors' Comments

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