



**Ministry of Education
Resource Management Division**

2010/11 Special Education Enrolment Audit

AUDIT REPORT

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

2010/11 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).

The Resource Management Division 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 have been placed in the appropriate special education category, as per the *Special Education Services: A Manual of Policies, Procedures and Guidelines* (September 2009).

Description of the Audit Process

An entry meeting was held on January 17, 2011 with the Superintendent, District Principal-Student Support Services, Director of Instruction-Elementary Education and Early Learning, Director of Secondary and Adult Education, District Vice Principal-Student Support Services and the Budget Manager. Daily meetings with the District Principal and District Vice Principal of Student Support Services were held to present preliminary findings and to seek clarification related to the contents of files.

Prior to the file reviews, the auditors interviewed District staff to enquire about the District's policies, procedures and programs. The auditors were provided with a copy of the District's mission, vision and values statement; the Special Education Review of February 2007; A Parent's Guide to Special Education Services; Supporting Meaningful Consultation with Parents; a list of District 42 (Maple Ridge-Pitt Meadows) schools; and a copy of the slides in the Power Point presentation describing the Special Education Process and Procedures.

The file review process did not encounter issues requiring school visits.

An exit meeting was held with the Superintendent, District Principal-Student Support Services, Director of Instruction-Elementary Education and Early Learning, Director of Secondary and

Adult Education, District Vice Principal-Student Support Services and the Secretary Treasurer on January 21, 2011. 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 2011/12 school year, and expressed appreciation for the assistance provided.

Observations

Of the 204 student files reviewed by the auditors in Code D:

- One student was recommended for reclassification to Code A.
- Three students were recommended for reclassification to Code G.
- One student was recommended for reclassification to Code H.
- Two students were recommended for reclassification to Code Q.
- One student was recommended for reclassification to regular education.

Of the 215 student files reviewed by the auditors in Code H:

- Six students were recommended for reclassification to Code D.
- One student was recommended for reclassification to Code G.
- One student was recommended for reclassification to Code Q.
- Nine students were recommended for reclassification to Code R.

The auditors found that:

- Generally, files were found to be well organized with comprehensive documentation.
- The IEPs for Codes D and H were current.
- A concerted effort was put into planning and coordinating with outside agencies and including the parents in the planning of the IEPs.
- Several documents required for evidence were found to be without any date and others had the month and day, but no year.
- Several behaviour assessments were not current.
- One secondary school frequently did not have goals in the IEPs that corresponded to the category in which the student was identified.
- Some assessments had no signature.
- There were files with no up-to-date records to document that the student continued to require intensive behaviour supports.
- Students diagnosed as having Developmental Coordination Disorder (DCD) with no other co-morbid diagnosis were incorrectly reported in Code D.

Recommendations

The auditors recommend that:

- All documents be dated and signed.
- The IEP goals correspond to the category in which the student is claimed.
- There must be evidence of a record of current student behaviour included in the file indicating that the student continues to meet the criteria for placement in the category

Students Requiring Intensive Behaviour Intervention or Students with Serious Mental Illness
(Code H).

Auditors' Comments

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

**Funding & Compliance Branch
Resource Management Division
Ministry of Education
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