



**Ministry of Education
Resource Management Division**

2010/11 Special Education Enrolment Audit

AUDIT REPORT

SCHOOL DISTRICT No. 46 (Sunshine Coast)

2010/11 SPECIAL EDUCATION ENROLMENT AUDIT REPORT SCHOOL DISTRICT No. 46 (Sunshine Coast)

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 10, 2011 with the Superintendent, Assistant Superintendent, Secretary Treasurer and District Principal Student Support Services. Daily meetings with the District Principal 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 Student Support Services Handbook, a document called Special Education in School District No. 46 (Sunshine Coast), a hard copy of the overhead presentation about the unique features of School District No. 46 (Sunshine Coast) and a video clip of a student as evidence for category placement.

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

An exit meeting was held with the Superintendent, Assistant Superintendent and District Principal Student Support Services on January 14, 2011. The auditors reviewed the purpose of the audit, clarified any outstanding issues, discussed reclassifications for the 2011/12 school year, and expressed appreciation for the assistance provided.

Observations

Of the 17 student files reviewed by the auditors in Code C, there were no adjustments recommended.

Of the 137 student files reviewed by the auditors in Code D:

- Five students were recommended for reclassification to Code H.
- One student was recommended for reclassification to Code F.
- One student was recommended for reclassification to Code Q.
- One student was recommended for reclassification to regular education.

Of the 10 student files reviewed by the auditors in Code F, there were no adjustments recommended.

Of the 139 student files reviewed by the auditors in Code H:

- Three students were recommended for reclassification to Code D.
- One student was recommended for reclassification to Code R.

The auditors found that:

- The files were well organized and very comprehensive.
- The programs were well described with a high level of service documented.
- There were several forms that contained very useful information:
 - Rationale For Placement In Category
 - Student Profile Sheet
 - Program Support Form
 - Tracking Sheet
- The notes from Inter-Ministerial meetings were helpful evidence.
- The School District reported students with eating disorders (Anorexia Nervosa, Bulimia) under Chronic Health/Physical Disability (Code D) whereas the Diagnostic and Statistical Manual of Mental Disorder, 4th Edition – Text Revision (DSM IV – TR) recognizes this as a psychiatric condition which aligns with the Behaviour/Mental Illness categories (Code R or Code H).

Recommendations

The auditors recommend that:

- Students with mental illness be reported in the behaviour category that reflect their need.

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
February 2, 2011**
