



**Ministry of Education
Resource Management Division**

2012/13 Special Education Enrolment Audit

AUDIT REPORT

SCHOOL DISTRICT No. 54 (Bulkley Valley)

2012/13 SPECIAL EDUCATION ENROLMENT AUDIT REPORT SCHOOL DISTRICT No. 54 (Bulkley Valley)

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 2012/13 school year, school boards reported 24,296 students enrolled in the Level 1, 2 and 3 supplemental special education funding categories at September 2012. School District No. 54 (Bulkley Valley) reported 74 students in the supplemental special education funding categories as of September 30, 2012. For the purpose of this compliance audit, School District No. 54 (Bulkley Valley) reported one student in the Physically Dependent category (Code A); 17 students in the Moderate to Profound Intellectual Disabilities category (Code C); 22 students in the Physical Disability or Chronic Health Impairment category (Code D); one student in the Visual Impairment category, (Code E); 19 students in the Autism Spectrum Disorder category (Code G); and, 14 students in the Intensive Behaviour Interventions or Serious Mental Illness category (Code H).

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

A Special Education enrolment audit was conducted in School District No. 54 (Bulkley Valley) during the week of January 21, 2013. An entry meeting was held on January 21, 2013 with the Superintendent, Assistant Superintendent, Secretary Treasurer, Assistant Secretary Treasurer, and the District Principal of Learner Support Services. Daily meetings with the District Principal-Learner Support Services were held to present preliminary findings and to seek clarification regarding the content of the files.

Prior to the file reviews, at the entry meeting, the District staff provided comprehensive information about the District's policies, procedures and programs. The auditors also interviewed District staff when further information about the District's policies, procedures and guidelines was required.

All 74 student files reported in the Codes A, C, D, E, G and H special needs categories were reviewed and evaluated to determine if the students in these categories were accurately reported on Form 1701.

As time permitted and to further substantiate the file review findings pertaining to service delivery, the team undertook site visits to Smithers Secondary School and Walnut Park Elementary School before concluding the audit findings.

An exit meeting was held with the Superintendent, Assistant Superintendent, Assistant Secretary Treasurer, and the District Principal of Learner Support Services. The auditors reviewed the purpose of the audit and the audit criteria, explained the audit reporting process, reported their preliminary findings, clarified any outstanding issues and expressed appreciation for the assistance provided.

Observations

Of the 74 student files reviewed by the auditors in Codes A, C, D, E, G and H, no students were recommended for reclassification or adjustment. All files met all of the criteria.

The auditors found that:

- The documentation presented to the audit team was clear, informative and provided insight into district processes. This information was thorough, comprehensive and easy to access.
- All assessment information was provided in the student files, and was appropriate.
- All IEPs were current, thorough and met the criteria.
- Goals and objectives were clearly stated as were the strategies and measurements, and addressed the individual needs of each student.
- There was evidence that observations and discussions of each student's needs were ongoing.
- The school staff were welcoming, enthusiastic and very informative, willing to share information about their programs and their students.
- The two school site visits confirmed the information contained in the files, with the information corresponding appropriately to the needs of the individual students.
- The service delivery was both appropriate and adequate.

Recommendations

The auditors recommend that:

- The District maintain the commendable level of service and documentation that was presented and identified during the audit.
- The District continue with the processes in place to meet the individual needs of the students.

Auditors' Comments

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