



**Ministry of Education  
Knowledge Management & Accountability Division**

**2015/16 Special Education Enrolment Audit**

**AUDIT REPORT**

**St. Patrick's School  
(042 96153)**

**2015/16 SPECIAL EDUCATION ENROLMENT AUDIT REPORT**  
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**Background**

The Ministry of Education funds Independent School Authorities based on the Authorities' reported enrolment as of September 30<sup>th</sup> each year and supplemental special needs classifications in September and February. Independent School Authorities report students with special needs to the Ministry on *Form 1701: Student Data Collection* (Form 1701).

In the 2015/16 school year, the Ministry of Education through the Office of the Inspector of Independent Schools (OIIS) conducted Special Education enrolment audits, in selected schools, to verify reported enrolment on Form 1701.

**Purpose**

The purpose of the Special Education enrolment audit is to provide assurance to the Ministry of Education and Independent School Authorities that schools are complying with the instructions contained in *Form 1701: Student Data Collection, Completion Instructions for Independent 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 2013)*.

**Description of the Compliance Audit Process**

A compliance audit was conducted at St. Patrick's School on February 16, 2016 .

Prior to the file reviews, an entry meeting was held with Clive Heah (School Principal) and Anna Kravjanski (Learning Resource Coordinator). The auditor interviewed the School staff to enquire about the Independent School Authority's policies, procedures and programs.

St. Patrick School reported 20 students in special education categories at the Fall 2015 Form 1701 data submission. For the purposes of this audit 17 student records were reviewed in the following low incidence special needs categories:

<b>Student Claims</b>	<b>Category</b>
6	Category D (Physical Disability or Chronic Health Impairment)
1	Category F (Deaf or Hard of Hearing)
10	Category G (Autism Spectrum Disorder)

The School Principal and the Learning Resource Coordinator were able to provide the auditor with evidence when clarification was required. Meeting with the Learning Resource Coordinator enabled the auditor to keep the School informed of the audit progress.

An exit meeting was held with the Principal and the Learning Resource Coordinator on February 16, 2016. The auditor reviewed the purpose of the audit and the audit criteria, explained the audit reporting process, reported the findings, clarified any outstanding issues and expressed appreciation for the assistance provided.

### **Observations:**

There were no recommended reclassifications for the student files reviewed by the auditor.

The auditor found:

- The student files were well organized, data was readily available, and the documentation was dated and current.
- All the student files reviewed in Code G contained evidence of well-defined services and programs as well as up to date assessments.
- Almost all student files were missing information that showed methods of measuring progress as outlined in the Special Education Manual of Policies, Procedure and Guidelines.

### **Recommendations:**

The auditor recommends that:

- The School ensure the student files have appropriate methods of measuring progress in accordance with the criteria outlined in the Special Education Manual of Policy, Procedures and Guidelines.
- The School continue with the processes in place to meet the individual needs of the students.

### **Auditors' Comments**

The auditor expresses appreciation to the school staff for their cooperation and hospitality during the audit.