

Tulsa Public Schools  
Division of Teaching and Learning  
Department of Special Education and Student Services

To: Principals

From: Taylor L. Young, Ph.D.  
Assistant Superintendent for Special Education and Student Services

Date: January 5, 2007

Re: Change in Format for Five-Star and Four-Star Certificates for  
Special Education Compliance

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I have received excellent feedback regarding the Five-Star and Four-Star certificate program for acknowledging special education compliance. As you know, special education compliance contains legislated timelines which, at times, can be a challenge to achieve. The current compliance summary report measures are: written parent consent obtained for assessment by the due date, the evaluation completed by the due date and the MEETs completed by the due date. Beginning January 11, 2007 we will be adding the IEP due date. Every two weeks, we send, to the attention of each principal, special education department chair or lead teacher and the assigned school psychologist/psychometrist, a status report which alerts schools to the impending due dates for these items.

Change 1

I am changing the dates for which we issue the Five-Star and Four-Star certificates to the following timeline:

August 24, 2006 through October 20, 2006 (these are currently in the mail)

November 2, 2006 through January 11, 2007 (this will be calculated shortly)

January 25, 2007 through March 22, 2007

April 5, 2007 through May 31, 2007

Why the change? First, issuing a certificate every two weeks does not allow a sufficient turnaround time to clean up errors which may legitimately occur in the transmittal of the student information. Issuing a Five-Star certificate at the conclusion of every separate five reporting period cycles will assist us to increase our attempt at accuracy. Each school begins with a clean slate at the beginning of a new compliance report cycle.

## Change 2

I am still receiving complaints from schools that they are inheriting files from other schools which contain errors, which consequently result in the receiving school taking a ding on their compliance report. Effective with the January 25 through March 22 reporting period, if a TPS student moves from one school to another and a compliance reporting date was missed, the former TPS school, not the receiving school, will receive the ding for allowing the files to be out of compliance. The receiving school will be responsible for fixing the error, however. Students who move into the District with a file that is already out of compliance, will not cause their new TPS school to be charged with a compliance issue.

## Change 3

I will realign the accountability scale score for the 2006-07 year to the Five-Star and Four-Star program. Schools which achieve a 100% for each of the four reporting periods referenced above will receive an accountability score of 4; schools which achieve 97% to 99.99% will receive a 3; schools which achieve 94% to 96.99% will receive a 2 and schools which achieve less than 94% compliance will receive an accountability score of 1. The annual score will be calculated by adding the value received during each of the four reporting periods.

I do believe these changes will assist in making the compliance reporting process a fair and equitable process for all involved.