***Colorado Department of Education***

***Exceptional Student Services Unit***

Application for a New or Reorganized Administrative Unit

*Directions: The applicant district should respond to each question below by providing complete and accurate information. Completed applications should be electronically submitted to the* [*AU ReOrganization*](https://app.smartsheet.com/b/form/ef06fb4e5f994d9982ad430ede866ae9) *submission form*. *Applicant districts should consult the CDE Fact Sheet entitled* [*Applications for a New or Reorganized Administrative Unit*](http://www.cde.state.co.us/node/47393) *for additional information regarding the process and required timelines for submission.*

Name of Applicant District:

Name of Existing Administrative Unit that the applicant district is currently a member:

For applicant districts seeking to change administrative units, the name of approved administrative unit the applicant district is applying to join: Click or tap here to enter text.

# Section 1 - Letter of Intent

The applicant district must provide a letter of intent that:

* specifies the objectives to be sought by the change in administrative units. ECEA Rule 3.01(3)(a)(i)(A).;
* outlines how the proposed administrative unit will comply with the requirements of the ECEA Rules, including the operating agreement for multi-district administrative units. ECEA Rule 3.01(3)(a)(i)(B).;
* includes a proposed compliant comprehensive plan, including a draft of Appendix B, for the new or reorganized administrative unit(s). ECEA Rule 3.01(3)(a)(i)(C).

[ ] Letter of intent is attached.

[ ] Operating agreement(s) attached.

[ ] Comprehensive Plan and Appendix B attached.

# Section 2 - Provision of Special Education and Related Services

## Licensed Educational and Special Service Providers

Describe the method or standard by which the newly formed or reorganized administrative unit will determine the number and types of special education personnel needed to meet the needs of the children with disabilities in the administrative unit. ECEA Rule 3.03(1) and 8.01 (1)(a)(ii).

[ ]  The applicant district is applying to form a new single member administrative unit and will use a staffing allocation formula to determine the number and types of special education personnel needed to meet the needs of children with disabilities in the administrative unit. Please attach the allocation formula to be used by the new administrative unit.

[ ]  The applicant district applying to form a new single member administrative unit will not be using a staffing allocation formula. Please provide a detailed narrative as to how the number and types of special education personnel needed to meet the needs of children with disabilities in the new administrative unit will be determined.

Click or tap here to enter text.

[ ]  The applicant district is applying to join an existing approved administrative unit and will use the method or standard used by this administrative unit to determines the number and types of special education personnel needed to meet the needs of the children with disabilities in the reorganized administrative unit. Please attach the allocation formula or narrative that will be used by the reorganized administrative unit the applicant district proposes to join. (Appendix B of the existing administrative unit’s *Comprehensive Plan for the Provision of Special Education* may be used.)

Based on the applicant district’s initial analysis of its expected student population of eligible special education students, indicate the anticipated number of FTE(s) for each position listed below that will be available to the new or reorganized administrative unit for the identification and evaluation of children who are suspected of having a disability, and to plan and provide specially designed instructional and related services for children identified with disabilities. ECEA Rule 3.01(1)(b). Please use the drop-down boxes in the funding column to indicate which entity is anticipated to fund the position(s).

| **Position** | **FTE** | **Funding** |
| --- | --- | --- |
| Special Education Teacher (Generalist or Specialist) |  | Choose an item. |
| Early Childhood Special Education Teacher (or Specialist) |  |  |
| Special Education Paraprofessional |  | Choose an item. |
| Special Education Specialist: Deaf and Hard of Hearing |  | Choose an item. |
| Special Education Specialist: Visually Impaired |  | Choose an item. |
| Speech-Language Pathologist |  | Choose an item. |
| Reading Interventionist |  | Choose an item. |
| Math Interventionist |  | Choose an item. |
| School Nurse |  | Choose an item. |
| Occupational Therapist |  | Choose an item. |
| Physical Therapist |  | Choose an item. |
| School Psychologist |  | Choose an item. |
| Social Worker |  | Choose an item. |
| Audiologist |  | Choose an item. |
| Speech-Language Pathology Assistant |  | Choose an item. |
| Orientation and Mobility Specialist |  | Choose an item. |
| Educational Interpreter |  | Choose an item. |
| Adaptive PE Teacher |  | Choose an item. |
| Transition Coordinator |  | Choose an item. |
| Board Certified Behavior Analyst |  | Choose an item. |
| Child Find Coordinator (birth to 21) |  | Choose an item. |
| Assistive Technology Coordinator |  | Choose an item. |
| Other:       |  | Choose an item. |
| Other:       |  | Choose an item. |
| Other:       |  | Choose an item. |

## Provision of Licensed and Endorsed Special Education Administrative Staff

Indicate the number of licensed and endorsed special education administrative staff that will be available to the new or reorganized administrative unit. ECEA Rule 3.01(1)(c). Please use the drop-down box in the funding column to indicate which entity is anticipated to fund the position.

| **Position** | **Staff FTE** | **Entity Responsible for Funding** |
| --- | --- | --- |
| Fully Licensed or TEE Special Education Director  |  | Choose an item. |
| Assistant Special Education Director |  | Choose an item. |
| Instructional Program Coordinator/Supervisor |  | Choose an item. |
| Non-Instructional Program Coordinator/Supervisor |  | Choose an item. |

## Effective and Efficient Delivery of Special Education and Related Services

Provide information that addresses how the new administrative unit, if approved, would be able to provide for the effective and efficient delivery of special education and related services. The applicant district must include information as to how the new or reorganized administrative unit will improve the efficient and effective delivery of special education services to students within its jurisdiction. ECEA Rule 3.01(5)(b).

## Student Outcomes

Indicate the applicant district’s most current [Performance Framework Rating](https://www.cde.state.co.us/schoolview/frameworks/welcome): Click or tap here to enter text.

# Section 3 - Administrate Unit Governance

Indicate the type of board that will govern the new or reorganized administrative unit. ECEA Rule 3.01(1)(f) and ECEA Rule 3.01(3)(a)(i)(B).

[ ]  The applicant district’s local board of education. ECEA Rule 3.01(1)(f)(i).

[ ]  Board of cooperative services governing board. ECEA Rule 3.01(1)(f)(ii).

[ ]  Charter School Institute Board. ECEA Rule 3.01(1)(f)(iv).

Attach all documents[[1]](#footnote-1) that outline how the local board of the new or reorganized administrative unit will operate: ECEA Rule 3.01(1)(f).

[ ]  Contract

[ ]  Memorandum of Understanding (MOU)

[ ]  Administrative Unit Constitution

[ ]  Operating Agreement

[ ]  Other:

# Section 4 - Gifted Education

Each administrative unit must provide a gifted education program in accordance with Colorado’s Exceptional Children’s Educational Act and the rules of the state board. Each administrative unit must adopt a gifted education program plan that the administrative unit can implement within the local, state, and federal moneys and resources that are available to the administrative unit for gifted education. C.R.S. 22-20-204.

Please attach a draft copy of the proposed administrative unit’s [gifted education comprehensive plan](https://www.cde.state.co.us/gt/comprehensiveprogramplan).

[ ]  The new or reorganized administrative unit intends to adopt the CDE model gifted education comprehensive plan in its entirety.

[ ]  The new or reorganized administrative unit intends to develop its own gifted education comprehensive plan which fully complies with those elements required in the CDE model comprehensive plan.

## Provision of Licensed and Endorsed Gifted Education Staff

Indicate the number of qualified personnel with endorsement or an advanced degree in gifted education that will be available to provide instruction, counseling, coordination, and other programming for gifted students to the new or reorganized administrative unit. ECEA Rules 12.02(2)(j)(i) and 12.02(2)(j)(ii). Please use the drop-down box in the funding column to indicate which entity is anticipated to fund the position.

| **Position** | **Staff FTE** | **Entity Responsible for Funding** |
| --- | --- | --- |
| Fully Licensed Gifted Education Director  |  | Choose an item. |
| Fully Licensed Gifted Education Teacher(s) |  | Choose an item. |
| Instructional Program Coordinator/Supervisor |  | Choose an item. |
| Other |  | Choose an item. |

# Section 5 - State and Federal Standards

## Special Education Comprehensive Plan

Please attach a draft copy of the new or reorganized administrative unit’s [special education comprehensive plan](http://www.cde.state.co.us/cdesped/dircorner). ECEA Rules 3.01(1)(d) and 3.01(3)(a)(i)(C).

[ ]  The new or reorganized administrative unit intends to adopt CDE’s Model Special Education Comprehensive Plan in its entirety, including all the requirements of *Appendix B: Required AU Specific Information*. Attach a draft copy of Appendix B.

[ ]  The new or reorganized administrative unit intends to develop its own special education comprehensive plan that fully complies with those elements required in the CDE model comprehensive plan. Attach a draft copy of the proposed comprehensive plan.

## Special Education Compliance

Has the applicant district ever been identified/cited, or responsible for the existing administrative unit being identified/cited, for failing to meet federal or state requirements for the provision of special education services to students with disabilities, or to be noncompliant in the implementation of the IDEA or the ECEA? ECEA Rules 3.01(1)(a)(i) and 3.01(3)(d).

[ ]  Yes

[ ]  No

If yes, please indicate how the noncompliance was identified:

[ ]  Finding(s) issued as result of a desk audit specific to the applicant district.

[ ]  Finding(s) issued because of an on‐site monitoring specific to the applicant district.

[ ]  Finding(s) issued because of a state complaint specific to the applicant district.

 Please list state complaint case number(s):

[ ]  Adverse decision because of a due process hearing specific to the applicant district.

 Please list due process hearing case number(s):

[ ]  Corrective action required related to applicant district’s impact on the current administrative unit’s SPP Indicators. (For example, the AU was required to develop a corrective action plan because the applicant district contributed to missed evaluation and eligibility timelines as tracked through Indicator 11.)

[ ]  Please indicate which indicator(s) were identified for the corrective action due to the impact of the applicant district’s performance on the administrative unit for the applicant district: Click or tap here to enter text.

[ ]  Identified as significantly disproportionate in one or more areas of identification, educational environment, or disciplinary actions.

[ ]  A root cause analysis indicated that the applicant district contributed to the existing administrative unit’s designation as significantly disproportionate.

[ ]  Failure to provide approved justification for exceeding the 1% participation rate on alternate assessments.

[ ]  Other: Click or tap here to enter text.

If yes to any of the above, has the applicant district implemented/supported the implementation of all remedies or the required corrective action plans (CAPs) within the required timelines? ECEA Rule 3.01(1)(a)(i).

[ ]  Yes

[ ]  No

[ ]  Not Applicable

If no, please identify which CAP or ordered remedies have not been completed within the required timelines and provide an explanation:

What is the existing administrative unit’s annual AU Determination. ECEA Rule 3.01(1)(a)(ii).

If the applicant district is applying to join another approved administrative unit, indicate that administrative unit’s current AU Determination.

Click or tap here to enter text.

## Special Education Data Reporting

Has the applicant district complied, or enabled the existing administrative unit to comply, with all federal and state reporting requirements, including fiscal and data reporting requirements? ECEA Rule 3.01(1)(a)(iv)].

[ ]  Yes

[ ]  No

If no, specify the report and nature of the noncompliance:

| **Name of Federal or State Report** | **Summary of Noncompliance** |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |

Has the applicant district provided accurate and timely submission of all special education student, staff, and cost and revenue data on or before dates established by the Colorado Department of Education, or ensured this information has been provided to the existing administrative unit in a timely manner? ECEA Rule 3.01(1)(e).

[ ]  Yes

[ ]  No

If not, specify the report and which submissions were late or had data quality concerns.

| **Name of Data Submission** | **Nature of Concern** |
| --- | --- |
|  | [ ] Timely Submission [ ] Data Quality |
|  | [ ] Timely Submission [ ] Data Quality |
|  | [ ] Timely Submission [ ] Data Quality |
|  | [ ] Timely Submission [ ] Data Quality |

# Section 6 - Fiscal Standards as Required by IDEA and ECEA

Does the applicant district have a current federal application, approved by the Colorado Department of Education, for IDEA Part B and Preschool grant funds? ECEA Rule 3.01(1)(a)(iii).

[ ]  Yes

[ ]  No

[ ]  Applicant District is currently a member of an existing administrative unit and receives IDEA funds through its existing administrative unit.

Indicate and attach all policies[[2]](#footnote-2) that govern how expenditures will be tracked to ensure that funds are used solely for allowable uses: ECEA Rule 3.01(1)(a)(vi).

[ ]  Local District Policy (please attach)

[ ]  Existing or proposed policy (please attach)

[ ]  None

[ ]  Other:  (please attach)

Has the applicant district or its existing administrative unit failed to meet its current maintenance of effort requirement (MOE)? ECEA Rule 3.01(3)(b).

[ ]  Yes

[ ]  No

[ ]  Applicant District is currently a member of a BOCES, or a multidistrict administrative unit and MOE is determined through its existing administrative unit.

Has the applicant district received a qualified or modified opinion on a single audit within the past three years? ECEA Rule 3.01(a)(vi).

[ ]  Yes

[ ]  No

If yes, please attach a copy of the audit(s) in which the qualified or modified opinion was offered.

Has the applicant district, in cooperation with the existing administrative unit, completed a fiscal analysis of the applicant district’s departure on the existing administrative unit’s ability to provide special education and related services? ECEA Rule 3.01(5)(b).

☐Yes

☐No

If yes, please attach a written summary of the analysis.

Has the existing administrative unit *or* the applicant district expressed concerns related to the ability of the existing administrative unit to fully fund the implementation of special education and related services as required under the IDEA or the ECEA? ECEA Rule 3.01(5)(b).

 [ ] Yes

 [ ] No

If yes, please provide a detailed explanation as to why the applicant district is seeking to form a new AU at this time. Click or tap here to enter text.

**Section 7 - Additional Information**

***Applicant Districts Seeking to Form a Reorganized Administrative Unit***

*This portion is to be completed by an applicant district that is currently a member of an AU/BOCES or multidistrict AU seeking to reorganize and become a member of another approved administrative unit.*

Has the applicant district’s existing administrative unit been notified in writing of the applicant district’s intent to withdraw from its administrative unit and apply to form a reorganized administrative unit? ECEA Rule 3.01(3)(a)(i).

[ ]  Yes, please see Letter of Intent.

[ ]  No

Has the applicant district’s intent to withdraw from its existing administrative unit and apply to form a reorganized administrative unit been approved by the applicant district’s local school board?

[ ]  Yes, attach the board agenda and meeting minutes that indicate the outcome of the vote.

[ ]  No

Has the applicant district’s intent to withdraw from its existing administrative unit and apply to join a different approved administrative unit been discussed in open session by the applicant district’s existing administrative unit’s governing board?

[ ]  Yes, attach the board agenda and board minutes.

[ ]  No, please explain why the existing administrative unit’s board has not addressed the issue while in open session.

Has the governing board of the approved administrative unit that the applicant district proposes to join approved the plan to reorganize by allowing the applicant district to join?

[ ]  Yes, attach the board agenda and meeting minutes that indicate the outcome of the vote.

[ ]  No, please explain why the proposed administrative unit has not approved the plan for the applicant district to join.

## Applicant Districts Seeking to Form a New Single Member Administrative Unit

*This portion is to be completed only by an applicant district that is currently a member of a BOCES/AU or multidistrict AU seeking to become a new, single member administrative unit.*

Has the applicant district’s existing administrative unit been notified in writing of the applicant district’s intent to withdraw from its existing administrative unit and apply to form a new, single member administrative unit? ECEA Rule 3.01(3)(a)(i).

[ ]  Yes, please see Letter of Intent.

[ ]  No, please explain. Click or tap here to enter text.

Has the applicant district’s intent to apply to form a new, single member administrative unit been approved by the applicant district’s local school board?

[ ]  Yes, attach the board agenda and meeting minutes that indicate the outcome of the vote.

[ ]  No, please explain. Click or tap here to enter text.

Has the applicant district’s intent to withdraw from the existing administrative unit and apply to form a new, single member administrative unit been discussed in open session at a meeting of the applicant district’s existing administrative unit’s governing board?

[ ]  Yes, attach the board agenda and board minutes.

[ ]  No, please explain.

What funding sources does the applicant district plan to use to ensure the provision of special education and related services to students within its jurisdiction? ECEA Rule 3.01(5)(a)(i).

☐ ECEA Special Education Allocations

 Indicate anticipated funding amounts from ECEA Allocations: Click or tap here to enter text.

[ ]  ECEA High-Cost Funds

☐ IDEA Preschool Grant (3–5-year-olds)

 Indicate anticipated funding amounts from IDEA Preschool Grant: Click or tap here to enter text.

☐ IDEA Part B Grant (3–21-year-olds)

 Indicate anticipated funding amounts from IDEA Grant: Click or tap here to enter text.

☐ District/Local Funds

 Indicate anticipated funding amounts from District/Local Funds: Click or tap here to enter text.

☐ Other Click or tap here to enter text.

Indicate anticipated funding amounts from Other Funds: Click or tap here to enter text.

Does the applicant district have concerns related to its ability to fully fund the implementation of special education services to students within its jurisdiction as required under the IDEA or the ECEA? ECEA Rule 3.01(5)(a)(i).

[ ]  Yes, please provide a detailed explanation as to why the applicant district is seeking to form a new administrative unit. Click or tap here to enter text.

 [ ] No

Does the applicant district have contingency plans for funding a high-cost student within the fiscal year in which services may be required in accordance with the child’s individual education plan[[3]](#footnote-3)?

 [ ] Yes, please provide a detailed description of the contingency plan. Click or tap here to enter text.

 [ ] No, please explain. Click or tap here to enter text.

# Section 8 - Contact Information

|  |  |
| --- | --- |
| Applicant District’s Primary Contact: Name:      Email:      Phone Number:      Superintendent’s email address:      Superintendent’s mailing address:       | Approved Administrative Unit’s Primary Contact:(If applicable)Name:      Email:      Phone Number:       |

# Section 9 - Assurances and Signatures

I certify that the information provided in the application is complete and accurate to the best of my knowledge.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Superintendent, Applicant District

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Board President, Applicant District

**Applications must be submitted no later than 5:00 PM of September 1st or the following business day if September 1st falls on a weekend or holiday. Late application will not be accepted.**

Please note: ECEA Rule 3.01(4)(c) allows for the CDE or another entity to request additional information or documentation from the applicant district. If the existing administrative unit requires additional information or documentation that it believes should be considered by CDE, the existing administrative unit may request the information or documentation directly for the applicant district. The applicant district should seek to provide the requested information or documentation to the existing administrative unit in a timely manner so that this information may be provide to the CDE no later than October 1.

**DEFINITONS**

**Applicant District** – The applicant district is the local education agency applying to form a new, single member administrative unit or to join another existing administrative unit.

**Approved Administrative Unit** – An administrative unit that has already been approved by CDE and is currently operating and providing services to students with disabilities.

**Existing Administrative Unit** – The existing administrative unit is the AU/BOCES that the applicant district is currently a member of at the time of the application.

**New Administrative Unit –** A school district or board of cooperative services newly approved by the Colorado Department of Education to provide educational services to exceptional students.

**Reorganized Administrative Unit** – A reorganized administrative unit is formed when an applicant district joins a currently existing administrative unit. For example, the Rocky Mountain School District joins the Mile High BOCES which is already made up of five other school districts.

1. Draft documents are acceptable for the application process. Final documents must be sent to CDE once the application is approved, and documents have been finalized at the local level. [↑](#footnote-ref-1)
2. Draft policies are acceptable for the application process. [↑](#footnote-ref-2)
3. The Special Education Fiscal Advisory Committee has defined a high-cost students to be $25,000 per student for special education students served within the administrative unit and $40,000 per student for special education students served outside of the administrative unit. [↑](#footnote-ref-3)