

**Instructions for All Improvement Plans
Public Education Agency (PEA) Determinations**

Instructions

Under section 616 of The Individuals with Disabilities Education Act 2004 (IDEA 2004), States are required to make a determination for all public education agencies (PEAs) of their performance on identified special education criteria. Your agency's FFY 2013 determination is attached.

Your agency was labeled *Needs Assistance* or below for three consecutive years and has been determined to be a high-risk grantee subject to enforcement actions. In accordance with section 616 (e) of the IDEA and 34 CFR §300.604, the **Arizona Department of Education/Exceptional Student Services (ADE/ESS) requires the development of improvement plans specifically targeting the components preventing your agency from reaching the *Meets Requirements* level.**

The components that require improvement plans are highlighted within your FFY 2013 determination. If your agency is required to complete a self-assessment analysis addressing a component through the Exceptional Student Services monitoring system, you may submit that completed self-assessment document in lieu of an improvement plan.

Your completed plans must be submitted to the ADE/ESS for review and acceptance by September 15, 2015. The timely submission of your plans will be considered as part of the *valid and timely data* component in future PEA determinations and may influence the actions the State will take should your agency not meet requirements again next year.

The forms for the improvement plans are on the ADE/ESS website at <http://www.azed.gov/special-education/state-and-federal-initiatives/pea/>. A list of technical assistance resources, organized by component, is available at the same web address.

E-mail the completed improvement plans to federalinitiatives@azed.gov or mail to:

Arizona Department of Education/Exceptional Student Services
Federal Initiatives/PEA Determinations
400 W. Congress, Ste. 241
Tucson, AZ 85701

Contact Federal Initiatives, ADE/ESS, at 520-628-6469 with questions related to the PEA determinations and improvement plans.