



## Activity: Student Record Review

Required for:

- *Restraint & Seclusion Ratio Flag*

## Purpose

The purpose of the Student Record Review (SRR) is to help local education agencies (LEAs) determine compliance with state and federal regulations, which will help the LEA determine programming gaps that may be impacting student outcomes, both at the LEA and student level.

## Instructions

### 1. Prerequisite: Access Special Education Compliance Monitoring System for Small LEAs (SECMS-S)

- The CDE will email each LEA and Special Education Local Plan Area (SELPA) instructions and a unique PIN to access SECMS-S to complete the review.
  - Login to SECMS-S using the unique PIN that was emailed to the LEA.
  - Select the **“Policies, Procedures and Practices Review: Begin or continue your review by clicking here”** hyperlink on the home page.

### 2. Prerequisite: Verify Student List & Prepare Materials

- The CDE will enter student names into SECMS-S.
  - LEAs **should not** amend the student list.
  - Verify that students in the **“Students”** section are eligible for review (currently enrolled in the LEA and has a current operative IEP).
  - If a student has exited the LEA or Special Education, the LEA must notify the CDE immediately and provide evidence (CALPADS PDF or screenshot).
- To prepare the review, LEAs should:
  - Print or download one **SRR Protocol** for each student file to be reviewed.
  - Print or access each student’s **current operative IEP**.

### 3. Student Record Review & SECMS-S Input

- In the **“Protocol”** section, select the **“Compliance Review”** hyperlink for the *“Compliance Tests for Student Level.”*
- For each student file, select the type of IEP reviewed and enter the date of the IEP that was reviewed. Then, enter the determination of each item by selecting Compliant, Noncompliant, or Not Applicable.
  - If an item is Not Applicable or Noncompliant, the LEA must enter a finding statement in the text field. Finding statements should refer to the language in the item explaining why an item is noncompliant or not applicable.
- Select **“Save”** at the bottom of the screen once all items have a determination.
  - A red **notice** will appear at the top confirming the data was saved.



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## Instructions

- Repeat until all student files have been reviewed and saved.
- Return to the SECMS-S home screen by selecting **“LEA Review Menu.”**
- In the **“LEA Review Evidence”** section, add the date of the review, and provide read-only access to the LEA’s electronic IEP system in the “Instructions” field. LEAs will limit access to the files in the review. Click the **“Save”** button.
- Click the **“Submit Initial Review”** button at the bottom. This will notify the CDE that the LEA has submitted their Student Record Review.
- LEAs must submit their findings into SECMS-S by **June 30, 2025**.

#### 4. Corrective Actions and Prong II Review

- The LEA will receive notice of final findings and corrective actions from the CDE. The LEA will participate in follow-up (Prong II) reviews, if needed. See CalTAN for more information.

## Resources

**SRR Protocol**

**SRR in SECMS-S Training Video**