



Small LEA 2025 Annual Monitoring

Instructions & Checklist

Disproportionate Year 1

Small local education agencies (LEAs) identified as Disproportionate in the 2025 Annual Determination Letter (ADL) will participate in the following Dispro-S Year 1 activities:

1. Data Quality Toolkit (DQT) Self-Assessment
2. Policy & Procedure Review (PPR)

DQT Self-Assessment Activity

The purpose of the DQT Self-Assessment is to determine if there are any concerns with data quality. LEAs should complete the following steps to complete the DQT Self-Assessment:

- ☐ **Review** the **DQT Self-Assessment Instructions**
- ☐ **Complete** the DQT Self-Assessment for all three domains:
 - Data Governance
 - System Design and Development
 - Data Use
- ☐ **Submit** the “Journal” file to SmallMonitoring@cde.ca.gov using the following naming convention:
 - a. **2025 LEA NAME_DisproY1_DQT.pdf**

Policy and Procedure Review (PPR)

The purpose of the PPR is to help LEAs determine compliance with state and federal regulations which will help the LEA determine programming gaps that may be impacting student outcomes. LEAs should complete the following steps to complete the PPR:

- ☐ **Watch** the **PPR in SECMS-S Training Video**.
- ☐ **Review** the **PPR Instructions**.
- ☐ **Access** the PPR in the Special Education Compliance Monitoring System for Small LEAs (SECMS-S) using the login information from the CDE.
- ☐ **Review** the LEA’s policies and procedures to determine compliance using the PPR Protocol.
- ☐ **Input Findings** into SECMS-S using the PPR Instructions.
- ☐ **Submit** the ‘Initial Review’ once completed.
 - If the LEA has a Student Record Review listed in SECMS-S as well, **do not** submit until all reviews in SECMS-S have been completed.



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Corrective Actions

The LEA will receive notice of final findings and corrective actions from the CDE. See CaITAN for more information.

Resources

DQT Self-Assessment Instructions

PPR in SECMS-S Training Video

PPR Instructions

PPR Review Guide