



# Student Record Review and Incorporated Policies, Procedures and Practices Review

## Activity: Student Record Review and Incorporated Policies, Procedures and Practices Review

### Purpose

The purpose of the Student Record Review (and incorporated Policies and Procedures Review) is to 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. LEAs will then incorporate areas of identified concern to inform the potential root causes and develop High Leverage Strategies and supporting activities in the CIM Plan.

### Instructions

**1. Self Review** portion of the Student Record Review: The Student Record Review (SRR) is a required activity for all Targeted Level 1, 2, and 3 LEAs developing CIM Plans in 2024 (CDE Consultant will complete the Student Record Review for Intensive LEAs). Each participating LEA will receive log-on information via email from the Special Education Compliance Monitoring System (SECMS) to access the online SECMS portal for the SRR. Each LEA will commence the SRR as a self-review, using the SECMS-activated protocol items specific to the LEA. The LEA must complete and submit its self-review findings and supporting documentation in SECMS by June 30, 2024. The LEA's self-review portion of the SRR is part of the CIM Step 1 process in which the LEA gathers and reviews data and other information to identify problem areas the LEA will later address in subsequent CIM Steps and activities. Accordingly, in addition to submitting its SRR self-review findings to the CDE through SECMS, each LEA must prepare and submit as part of CIM Step 1 a summary of its SRR self-review findings. Targeted Level 1 and 2 LEAs will provide documentation of their summaries to the SELPA by July 10, 2024. Targeted Level 3 LEAs will enter and submit their summaries in Stepwell by July 10, 2024, for review by the CDE.

**2. Corrective Actions and the Policies and Procedures Review** (Targeted and Intensive LEAs): The CDE anticipates issuing final SRR findings in mid-October of 2024. The CDE will also issue student-level and LEA-level corrective actions for each SRR final finding of noncompliance. As a change from the two previous years of the CIM process (i.e., 2022 and 2023), the Policies and Procedures Review (PPR) is now incorporated into the LEA-level corrective actions arising from findings of noncompliance in the SRR. The PPR will now require the LEA to document that it has a written, board-adopted policy covering each item for which the LEA had final findings of noncompliance in the SRR. Given that final

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SRR findings and corrective actions will not be issued until mid-October 2024, the LEA will not be submitting a PPR summary as part of the CIM Step 1: Gather & Inquire activity. However, the LEA may consider information learned from the PPR as the CIM process proceeds, including during CIM Step 4 as the LEA is monitoring progress and considering adjustments to its CIM Plan.

## **Resources**

[SRR/PPR Training Video](#)