

DUE	COMPLIANCE AREA	ACTION REQUIRED	COP TEAM CONTACT
WEEKLY	Service Tracking	Run the SER300L(A) (#3235) report	Success Team Lead
	IEP Timelines	Run the IEP200 (#2704) report	Success Team Lead
MONTHLY	Assessment Completion Tracker	Run the Assessment Report (#2807)	Success Team Lead
	Master Calendar	Run the Master Calendar (#2559) report	Success Team Lead
	Active Student, Inactive IEP	Run the active students with inactive IEPs but might still be eligible (#3158) report	Partnership Team
	Welligent Staff Access	Review Welligent staff access report (#1256) to ensure previously employed staff no longer have school site access in Welligent	Partnership Team
	Pending IEPs	Monitor any IEPs that are currently still pending by running the IEP Active Pending Future Changes report (#2860) and filtering by IEP Status, specifically "PA" (pending approval)	Success Team Lead
SEPTEMBER	Self-Review Checklist	Submit a completed special education self-review checklist	Partnership Team
OCTOBER	Related Services Benchmark	Ensure service tracking is up-to-date in Welligent, as family notification of lack of service is based on any related service(s) in Tiers 4-6	Success Team Lead
JANUARY	Personnel Data Report	Submit Personnel Data Report (PDR) data for special education provider and staff counts	Partnership Team
FEBRUARY	Related Services Benchmark	Ensure service tracking is up-to-date in Welligent, as family notification of lack of service is based on any related service(s) in Tiers 4-6	Success Team Lead
APRIL	Related Services Benchmark	Ensure service tracking is up-to-date in Welligent, as family notification of lack of service is based on any related service(s) in Tiers 4-6	Success Team Lead
MAY	Postsecondary Outcomes	Submit the California Department of Education's postsecondary data for students with disabilities	Partnership Team
JUNE	1% Verification	Inform the California Department of Education if school will go over the 1% threshold for students on the alternative assessment	Partnership Team
AS NEEDED	Welligent Requests	Submit Welligent requests to transfer students, create new student profiles and inactivate a previously enrolled student	Partnership Team
	30-Day IEPs	Complete a 30-Day IEP for new students enrolling throughout the school year	Success Team Lead
	Health Alerts	Run the Charter Student Health Alerts (#3166) report for information on students that might have health alerts	Success Team Lead
	School Calendar Changes	Submit an updated school calendar with LAUSD to ensure Welligent calendar dates are updated	Partnership Team
	District Validation Review Notifications	District Validation Review (DVR) logistics and preparatory activities	Partnership Team
	Compliance and Improvement Monitoring Plans	Monitor school-based Compliance and Improvement Monitoring (CIM) plans, if applicable	Success Team Lead
	CALPADS Special Education Data	Submit special education information in the California Longitudinal Pupil Achievement Data System (CALPADS) by running CALPADS Student (#3070) and CALPADS Services (#3071) reports	Partnership Team