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ACTION REQUIRED BY: May 1, 2017

Office of Special Education
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland

March 2, 2017

MEMORANDUM

To: All Principals

From: Chrisandra A. Richardson  Associate Superintendent

Subject: ACTION: Maryland Special Education Parent Involvement Survey

Summary

- The Maryland State Department of Education (MSDE) is conducting a *Maryland Special Education Parent Involvement Survey* of all parents/guardians of students receiving special education and related services.
- The purpose of the survey is to measure the efforts made by school personnel during the current school year to help parents/guardians become valuable partners in planning for their student's special education program and related services.
- Parents/guardians will have the option of returning the survey they receive from MSDE in a pre-paid postage envelope or responding to the survey online.

Action

- Review and share the information in the MSDE correspondence (Attachment A)—*Maryland Special Education Parent Involvement Survey Promotional Materials Toolkit* with appropriate professional staff and instructional leadership team members.
- Encourage parents/guardians of students with disabilities to participate in the survey that was mailed to parents/guardians of preschool and school-age students on February 1, 2017, and will close on **May 1, 2017**.
- Send the *MSDE Teacher E-mail* (Attachment B) to appropriate special education staff members along with the *Frequently Asked Questions* (Attachment C) and the English and Spanish versions of the flyer (Attachments D and E).
- E-mail the English and Spanish versions of the flyer to Parent Teacher Association (PTA) contacts and other parent/guardian advocacy organizations.
- Post a web banner on your school website which will provide parents/guardians access to the Survey website (Attachments F, G, and H).
- Select information to include in your March and April newsletters (Attachment I).

- Provide parents/guardians with access to a school computer to complete the survey before or after parent/guardian events at the school, such as Individualized Education Program meetings, book fairs, and PTA meetings.

Questions

- Contact Ms. Mary Rose Catena, instructional specialist, Division of Prekindergarten, Special Programs, and Related Services, at 301-279-8520 or via e-mail.

CAR:ser

Attachments

Copy to:

Executive Staff

Ms. Catena

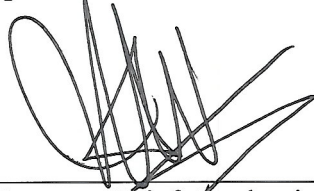
School Administrative Secretaries

Special Education Leadership

Special Education Supervisors

Mr. Koutsos

Mr. Lloyd



Approved: _____

Maria V. Navarro, Chief Academic Officer

TO: Local Directors of Special Education
Local Coordinators of Preschool

FROM: Marcella E. Franczkowski, Assistant State Superintendent
Division of Special Education/Early Intervention Services (DSE/EIS)

DATE: January 2017

RE: *Maryland Special Education Parent Involvement Survey*
Promotional Materials Toolkit

The *Maryland Special Education Parent Involvement Survey* will be mailed to parents of preschool and school age children on February 1, 2017, to reflect services delivered during the 2016-2017 school year. The Survey closes on May 1, 2017. We are requesting your assistance in increasing the response rate of the Survey. Please see below for ways you can help.

Ways You Can Help	Brief Description
<input type="checkbox"/> Send the Teacher Email to all special education teachers. Attach the Flyer and Frequently Asked Questions to the email.	File Names: Attachment 1_SpedTeacherEmail; Attachment 1_Flyer; Attachment5_FAQ. Email asks special education teachers to share the flyer with parents of their students.
<input type="checkbox"/> Email attached Flyer to Parent Teacher Association contacts, community partners, local parent centers, and other parent advocacy organizations.	File Name: Attachment 1_Flyer.
<input type="checkbox"/> Send attached Web Banner files to district and school level web administrators. Banners can be posted on district and school websites.	File Names: Attachment 2_Banner300x250; Attachment 2_Banner728x90; Attachment 2_Banner160x600 Banner image in three different sizes. Clicking on the banner will direct participants to the Survey website (http://www.mdparentsurvey.com)
<input type="checkbox"/> Include attached text in March, and April Newsletter communication.	File Name: Attachment 3_Newsletter Three versions of text you can use to inform parents about the survey.
<input type="checkbox"/> Post reminders on Social Media .	For example, tweet the following at different points during the survey window: <ul style="list-style-type: none"> - MD parents of children receiving special education services—we want to hear from you! Please take this survey www.mdparentsurvey.com - Your opinion matters! If your child receives special ed services in MD, please take this survey www.mdparentsurvey.com - If your child receives special ed services, you may have received a survey; return it to MSDE or complete online www.mdparentsurvey.com - MD Special Education Parent Involvement Survey-- please provide your feedback www.mdparentsurvey.com

As always, your partnership and support are valued and essential for the success of this outreach initiative. Thank you for your continued advocacy efforts on behalf of children with disabilities and their families. I look forward to working with you in continuing to create opportunities for parent involvement and engagement.

If you have questions about the survey, please contact Nancy Feeley at 410-767-0738 or via email, Nancy.Feeley@maryland.gov. If you are having trouble viewing any of these attachments, please contact, MSDE Parent Involvement Survey Outreach Coordinator, Joanne Liem at 1-800-287-1581 or via email Joanne.Liem@icfi.com.

Email Subject Line: Special Education Teachers: Help Spread the Word!

Attachments: (1) FAQ; (2) Parent Flyer

Dear Special Education Teacher,

Each year the Maryland State Department of Education (MSDE) surveys parents of children receiving special education services in the State. The purpose of the survey – *The Maryland Special Education Parent Involvement Survey* – is to hear from parents about how well they think their child's school is partnering with them and promoting parent involvement in their child's education.

Since you play a central role in how parents perceive special education services in the State, we want to tell you about the 2016-17 survey and ask for your help in encouraging parents to complete the Survey.

When will the Survey be administered?

- Surveys will be mailed on **February 1, 2017** and must be returned (mail or online) by **May 1, 2017**.

What are you asking me to do?

- We would like you to encourage parents to complete the Survey. Historically, we only hear from about 10% of parents in Maryland. Ways you can help:
 - Print the attached parent flyer and email them to parents or send them home in back-packs.
 - Print the attached parent flyer and distribute them at PTA meetings.
 - Offer parents your computer lab so they may complete the Survey online (<http://www.mdparentsurvey.com>) during the IEP meeting or PTA meeting or any other time parents are at school.
 - Remind parents to complete the Survey when you see them at IEP meetings or PTA meetings.

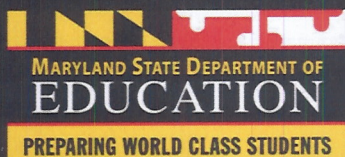
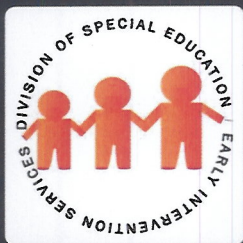
Where can I get more information about the Survey?

- Review the Frequently Asked Questions document attached to this email. This document is included in the Survey packet parents are mailed.
- Contact Nancy Feeley at MSDE at 410-767-0738 or Nancy.Feeley@maryland.gov.

This Survey will help MSDE and each local jurisdiction understand how they can support you and support parents in educating Maryland's children with disabilities. **Help Spread the Word!**

The Maryland Special Education Parent Involvement Survey

Frequently Asked Questions



What is the purpose of the Maryland Special Education Parent Involvement Survey?

- The purpose of this Survey is to determine how well your child's school is partnering with you and promoting parent involvement in your child's education.
- States must collect this data as part of their State Performance Plans, as required under the Individuals with Disabilities Education Act (IDEA).

Who completes the Maryland Special Education Parent Involvement Survey?

- Parents or guardians of children ages 3 to 21 who are receiving special education and related services through their local school system.
- Parents or guardians of children ages 3 to 21 who are receiving special education and related services who are placed in a nonpublic special education facility by the child's local school system.

What's in it for me?

- This is your opportunity to provide direct feedback to your local school system or public agency.
- Survey results will be available to the public and used to highlight strengths and identify possible areas for improvement in engaging and involving parents in the special education process (<http://mdideareport.org>).

How do I complete the Survey? How can I make sure that my answers are counted?

- Complete one Survey for each child receiving special education services.
- Complete the Survey EITHER on paper OR online at <http://www.mdparentsurvey.com>.
- If you wish to complete the Survey online and do not have Internet access at home, check with your local school or library.

How do I return the paper Survey?

- Return the completed Survey in the enclosed, postage-paid envelope by May 1, 2017.
- If you lose the postage-paid envelope, please mail the completed Survey to:

Maryland Special Education Parent Involvement Survey

ATTENTION: Joyce Shelton
530 Gaither Road, Suite 500
Rockville, Maryland 20850

Do I have to participate? If I choose not to participate, will it negatively affect my child's services?

- Participation is completely voluntary; however, we encourage you to participate to make your opinions and experiences known.
- Your child's services will not be negatively affected in any way.

Who will have access to the Maryland Special Education Parent Involvement Survey results?

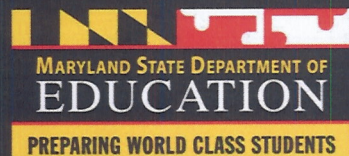
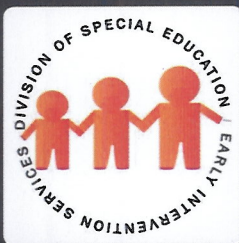
- The State-level report will be published on the Maryland State Department of Education (MSDE) website (www.marylandpublicschools.org).
- A summary of the Survey results regarding parent involvement in special education will be provided to each local school system.

Thank you for completing the Maryland Special Education Parent Involvement Survey. Your feedback is extremely important to your local school system and MSDE!

For additional information, please contact Nancy Feeley, MSDE, at 410-767-0738, or Nancy.Feeley@maryland.gov.

Encuesta sobre la Participación de los Padres en la Educación Especial de Maryland

Preguntas más frecuentes



¿Cuál es el propósito de la Encuesta sobre la Participación de los Padres en la Educación Especial de Maryland?

- El propósito de esta encuesta es determinar qué tan bien la escuela de su hijo está involucrando y promoviendo la participación de los padres de familia en la educación de sus hijos.
- Los estados deben recopilar esta información como parte de su Plan de Rendimiento Estatal, según lo requiere la Ley para la Educación de los Individuos con Discapacidades (Individuals with Disabilities Education Act, IDEA por sus siglas en inglés).

¿Quién completa la Encuesta sobre la Participación de los Padres en la Educación Especial de Maryland?

- Los padres o guardianes de niños entre 3 y 21 años de edad que reciben servicios de educación especial y otros servicios relacionados por medio de su sistema escolar local.
- Los padres o guardianes de niños entre 3 y 21 años de edad que reciben servicios de educación especial y otros servicios relacionados y que el sistema escolar local del niño los ha colocado en un centro de educación especial no público.

¿Cómo me beneficia el completar la encuesta?

- Esta es su oportunidad para hacer llegar comentarios directamente a su sistema de educación local o agencia pública.
- Los resultados de la encuesta estarán disponibles al público y se utilizarán para resaltar los puntos fuertes e identificar las posibles áreas de mejora en la participación e inclusión de los padres en el proceso de educación especial (<http://mdideareport.org>).

¿Cómo completo la encuesta? ¿Cómo puedo asegurarme de que mis respuestas cuenten?

- Complete una encuesta por cada hijo que recibe los servicios de la educación especial.
- Complete la encuesta ya sea en papel o por Internet en <http://www.mdparentsurvey.com>.
- Si desea completar la encuesta en línea pero no tiene acceso a la Internet en su hogar, consulte en su escuela local o biblioteca pública.

¿Cómo devuelvo la encuesta en papel?

- Devuelva la encuesta completada en el sobre adjunto con estampilla prepagada antes del 1 de mayo del 2017.
- Si pierde el sobre con estampilla prepagada, envíe por correo la encuesta completada a nombre de:

Maryland Special Education Parent Involvement Survey

ATTENTION: Joyce Shelton
530 Gaither Road, Suite 500
Rockville, Maryland 20850

¿Estoy obligado a participar? ¿El no participar afectará de manera negativa los servicios que recibe mi hijo?

- Su participación es completamente voluntaria; sin embargo, le alentamos a que participe para que sus opiniones y experiencias sean escuchadas.
- Los servicios que recibe su hijo no se verán afectados de manera alguna.

¿Quién tendrá acceso a los resultados de la Encuesta sobre la Participación de los Padres en la Educación Especial de Maryland?

- El informe a nivel estatal será publicado en el sitio web (www.marylandpublicschools.org) del Departamento de Educación del Estado de Maryland (MSDE, por sus siglas en inglés).
- A cada uno de los sistemas escolares locales se le dará un resumen de los resultados de la encuesta sobre la participación de los padres en la educación especial.

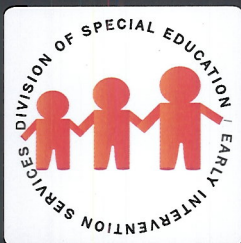
Gracias por completar la Encuesta sobre la Participación de los Padres en la Educación Especial de Maryland. Su participación es muy importante para el sistema de educación local y el MSDE!

Para información adicional, comuníquese con **Nancy Feeley, MSDE**, llamando al **410-767-0738**, o enviando un correo electrónico **Nancy.Feeley@maryland.gov**.

PARENTS:



MARYLAND
LEARNING LINKS



MARYLAND STATE DEPARTMENT OF
EDUCATION
PREPARING WORLD CLASS STUDENTS

Please Take 5 Minutes to Complete the Maryland Special Education Parent Involvement Survey

As the parent or guardian of a child receiving special education services in Maryland, you should have received a copy of the Maryland Special Education Parent Involvement Survey in the mail. By completing the survey, you can tell us how your child's school partners with you. Your feedback will help guide efforts to improve special education and related services in your local school system.

We want to hear from you.

OPTION 1:

Complete the hard copy survey that was recently sent to you and return it in the postage-paid envelope by May 1, 2017, or

OPTION 2:

Complete the survey online at www.mdparentsurvey.com.

Questions?

Please contact Nancy Feeley, MSDE, at **410-767-0738** or Nancy.Feeley@maryland.gov.

If you would like another copy of the paper survey, please contact Joanne Liem at **1-800-287-1581**.

PADRES:



MARYLAND
LEARNING LINKS



MARYLAND STATE DEPARTMENT OF
EDUCATION
PREPARING WORLD CLASS STUDENTS

Tómese cinco minutos para completar la encuesta de participación de los padres en la educación especial de Maryland

Como padre o tutor legal de un niño que recibe los servicios de educación especial en Maryland, usted debió haber recibido por correo una copia de la encuesta de participación de los padres en la educación especial de Maryland. Al completar la encuesta, usted nos puede decir cómo es la relación entre la escuela de su hijo y usted. Su opinión ayudará a enfocar los esfuerzos para mejorar la educación especial y los servicios afines en el sistema escolar de su localidad.

Queremos escuchar su opinión.

OPCIÓN 1:

Complete la encuesta impresa que le enviamos recientemente y devuélvala en el sobre pre-estampillado antes del 1 de mayo de 2017, o

OPCIÓN 2:

Complete la encuesta por internet en www.mdparentsurvey.com.

¿Preguntas?

Comuníquese con Nancy Feeley, de MSDE, llamando al **410-767-0738** o escribiendo a Nancy.Feeley@maryland.gov.

Si desea otra copia de la encuesta impresa, comuníquese con Joanne Liem llamando al **1-800-287-1581**.



**Please Complete
the Maryland
Special Education
Parent Involvement
Survey**

Your opinion matters!


**Available February 1
to May 1, 2017**

Start Now.



**MARYLAND STATE DEPARTMENT OF
EDUCATION**

PREPARING WORLD CLASS STUDENTS




**Please Complete the Maryland Special Education
Parent Involvement Survey. *Your opinion matters!***

Available February 1 to May 1, 2017

Start Now.





**Please Complete
the Maryland
Special Education
Parent Involvement
Survey**

Your opinion matters!

**Available February 1
to May 1, 2017**

Start Now.



MARYLAND STATE DEPARTMENT OF
EDUCATION

PREPARING WORLD CLASS STUDENTS

Please select one or more options to include in February, March, and April newsletters/communications.

Option 1

Special Education Parent Involvement Survey

Parents or guardians of children receiving special education and related services will be mailed the *Maryland Special Education Parent Involvement Survey* from the Maryland State Department of Education, Division of Special Education/Early Intervention Services during the week of February 1, 2017. Parents are asked to complete the survey and return it in the postage paid envelope by May 1, 2017. The Survey may also be completed online. Please look for details in your survey packet. To learn more, please visit <https://www.mdparentsurvey.com>.

Option 2

Special Education Parent Involvement Survey

Parents or guardians of children receiving special education and related services will be mailed the *Maryland Special Education Parent Involvement Survey* from the Maryland State Department of Education, Division of Special Education/Early Intervention Services during the week of February 1, 2017. Parents are asked to complete the survey and return it in the postage paid envelope by May 1, 2017. The Survey may also be completed online. Please look for details in your survey packet. Your feedback will help guide efforts to improve special education and related services in your local school system. Your voice can make a real difference for your child and many other children across the state of Maryland. To learn more, please visit <https://www.mdparentsurvey.com>.

Option 3

Special Education Parent Involvement Survey

MAKE YOUR VOICE HEARD! YOUR OPINION MATTERS!

Parents or guardians of children receiving special education and related services will be mailed the *Maryland Special Education Parent Involvement Survey* from the Maryland State Department of Education, Division of Special Education/Early Intervention Services during the week of February 1, 2017. Parents are asked to complete the survey and return it in the postage paid envelope by May 1, 2017. The survey may also be completed online. Please look for details in your survey packet. Your feedback will help guide efforts to improve special education and related services in your local school system. Your voice can make a real difference for your child and many other children across the state of Maryland. To learn more, please visit <https://www.mdparentsurvey.com>.

