



Weekly Memo

Job Vacancies

Position Available at the Florida Instructional Materials Center for the Visually Impaired (FIMC-VI)

FIMC-VI is currently seeking a braille and accessible assessments specialist (BAAS). FIMC-VI staff assist with coordinating all aspects of braille versions of statewide assessments in collaboration with the Florida Department of Education (FDOE), Bureau of K-12 Student Assessment and Test Development Center. The BAAS will collaborate with the existing BAAS to conduct item reviews, proofread braille versions of statewide assessments, provide timely reports, and meet all deadlines indicated by the Bureau of K-12 Student Assessment. This position requires Florida teacher certification in visual impairments and three years of teaching experience. Additionally, due to the complex nature of the braille and tactile graphics reviews, the BAAS must be able to read contracted and uncontracted Unified English Braille (UEB) quickly and precisely. Knowledge of both UEB Math/Science and Nemeth is preferred. This is a 12-month, eight-hour per day position and requires travel to attend state and national assessment meetings, as well as the ability to provide webinars and trainings for teachers of students with visual impairments as related to braille and assessment. FIMC-VI is currently located in Tampa, but applicants may work remotely if they reside in Florida. The full job description can be found at [Spec. Braille Assessment - Frontline Recruitment \(applitrack.com\)](#). The application deadline is **February 21, 2024**. For questions, contact Liz Anderson at eanderson@fimcvi.org or 813-837-7826.

Position Available with the Multiagency Network for Students with Emotional/Behavioral Disabilities (SEDNET)

SEDNET, a discretionary project of the Bureau of Exceptional Education and Student Services (BEESS), is seeking a coordinator for the SEDNET 2B Region. SEDNET 2B serves Franklin, Gadsden, Jefferson, Leon, Liberty, and Wakulla counties. The position is supported by the Putnam County School District. The application is open until filled. To view the job description and apply, go to <https://www.putnamschools.org/page/employment>. Under the "Apply" section, click on the link to view current job openings. Once the new page opens, click on the link to view current job openings in the "Search Current Job Openings" box. You will then see "Coordinator, SEDNET-ISR," which you can double click to open the position information and apply by clicking on "Apply for Selected Position(s)" in the upper-right-hand corner. If you have questions pertaining to the job description, contact Charlene Grecsek at cgrecsek@usf.edu or 727-314-3906. If you need assistance accessing the application, contact Chastity Lee at leec@nefec.org or 386-329-3894.

Events Coming Soon

Scheduling the Least Restrictive Environment for Students with Disabilities

The Florida Inclusion Network (FIN) will facilitate two sessions for district, school and teacher leaders on “Scheduling to Support Students with Disabilities in the Least Restrictive Environment.” This session will help you learn how to support the scheduling process at your school for students with disabilities in the least restrictive environment. This 75-minute virtual session is being offered two times on **February 15, 2024**, one in the morning at 10:30 a.m. EST, and one in the afternoon at 3:30 p.m. EST. Please register for the [morning session](#) or the [afternoon session](#). For more information, see the attached document. For questions, contact the leadership team at lsi-finadmin@fsu.edu.

- Filename: Scheduling Support for SWD in LRE Flyer

Peers as Partners in Learning (PPL) Roundtable Sessions

FIN is excited to share the 2023-2024 flyer for the virtual PPL Roundtable sessions. With support from FIN, PPL is a program offered through middle and high school courses (#1400025 and #1400340) that allows students to serve as peer support for students with disabilities. Participants at both the district and school levels can receive the flyer. The next session will be on **February 15, 2024**. The PPL Roundtable sessions address how to start the school year, implement the curriculum, program marketing and pairing students. All sessions will include the accompanying sections of the PPL Program Guide and allow time for existing programs to share their methods, successes and lessons learned to address questions from participants. To register, go to the [PPL Roundtable Sessions 2023-24 registration web page](#). For questions regarding PPL, contact Kelly Claude at kclaude@contactfin.com or JaSheena Ekhatior at jekhatior@contactfin.com.

- Filename: 2023-24 PPL Roundtable Sessions Flyer

VISIONS Transition Conference and Transition Contacts Meeting

The 2024 VISIONS Transition Conference hosted by the Florida Division on Career Development and Transition will be on **April 9-11, 2024**, at The Florida Hotel in Orlando. The Transition Contacts meeting will be held prior to the start of the VISIONS Transition Conference on the morning of **April 9, 2024**. The annual VISIONS Transition Conference features several general and keynote sessions along with a selection of concurrent sessions focused on secondary transition and career development of individuals with disabilities. Information regarding hotel reservations and registration specific to participation in the contact meeting will be forthcoming.

Action Items

Commissioner’s Academic Challenge

The FDOE has issued a memorandum regarding [Commissioner’s Academic Challenge](#). The Intent to Participate form must be submitted by **February 16, 2024**, per the instructions in the memo.

Identifying 2023-24 Exceptional Student Education (ESE) Center Schools for School Accountability

The FDOE has issued a memorandum regarding [identifying 2023-24 ESE center schools for school accountability](#), and attachment A, [2023-24 Preliminary ESE Center Schools for School Accountability](#). Confirmations and requested changes must be submitted by **March 1, 2024**, per the instructions in the memo.

Transfer of State and Federally Funded Instructional Materials and Furnishings

The FDOE has issued a memorandum regarding [transfer of state and federally funded instructional materials and furnishings](#). School districts must submit a listing of property records to the Florida Department of Juvenile Justice and the FDOE by **March 1, 2024**, per the instructions in the memo.

Florida Missing Children's Day Essay Contest

The FDOE has issued a memorandum regarding [Florida Missing Children's Day essay contest](#). Entries for state-level judging must be submitted by **March 7, 2024**, per the instructions in the memo.

Informational Items

LRP Direct Specialized Training for Education Professionals (Direct Step) Courses

BEESS is pleased to offer districts access to a variety of LRP Direct Specialized Training for Education Professionals (Direct Step) Courses regarding exceptional student education compliance requirements. These courses are provided to further strengthen the quality and understanding of services available to eligible students with disabilities in the state of Florida. Please plan to utilize this resource throughout your district by integrating these offerings into your professional learning options. You are encouraged to forward the attached documents to district staff. For questions or concerns, contact your BEESS-assigned dispute resolution liaison or email BEESScomplaints@fldoe.org.

- Direct Steps LRP Courses Available 2023
- FDOE LRP Instructions

Updates to Rule 6A-5.069, Florida Administrative Code (F.A.C), School District Professional Learning Systems, and Rule 6A-5.071, F.A.C., Professional Learning Catalogs

The FDOE has issued a memorandum regarding [updates to Rules 6A-5.069 and 6A-5.071, F.A.C.](#)

Amendments to Rule 6A-6.053, F.A.C., District K-12 Comprehensive Evidence-Based Reading Plan

The FDOE has issued a memorandum regarding [amendments to Rule 6A-6.053, F.A.C.](#)

Extension of Title I, Part A Period of Availability and Waiver of Carryover Limitation

The FDOE has issued a memorandum regarding an [extension of Title I, Part A period of availability and waiver of carryover limitation](#).

Reconsider the Needs of Students with Attention Deficit Hyperactivity Disorder (ADHD) When Medication Changes

Adjustments to a student's ADHD medication may affect the student's ability to perform in class. These scenarios can help the individual educational plan and Section 504 teams respond.
(Special Ed Connection)

Alice Schmitges
Bureau Chief



Scheduling to Support Students with Disabilities in the Least Restrictive Environment



THURSDAY, FEBRUARY 15, 2024

10:30 a.m.-11:45 a.m. (EST) or 3:30 p.m.-4:45 p.m. (EST)

Registration Link (AM) Session

<https://fsu.zoom.us/meeting/register/tJwoc-GqqzotGNUo7AvV15tFhFCGQsBGqqqq>

Registration Link (PM) Session

<https://fsu.zoom.us/meeting/register/tJlqfuGsqjMsHtExAc9G-i7JhwO19JEWZKbC>

Come join the Florida Inclusion Network to learn how to support the scheduling process at your school on behalf of students with disabilities in the least restrictive environment.

If you have any questions, please contact: lsi-finadmin@fsu.edu

The Florida Inclusion Network is funded by the Florida Department of Education, Division of Public Schools, Bureau of Exceptional Education and Student Services, through federal assistance under the Individuals with Disabilities Education Act, Part B.



Peers as Partners in Learning Roundtable Sessions 2023-2024

Join the Florida Inclusion Network (FIN) for a series of statewide roundtable discussions and conversations about implementing and sustaining the Peers as Partners in Learning program at the middle and high school levels.

Register once: <https://forms.office.com/r/LDVrPQmLNK>

Session 1-Getting the Year Started

Wednesday, September 27, 2023 | 3:30 p.m. - 4:30 p.m. (EST)

Session 2-Managing Curriculum

Tuesday, November 28, 2023 | 3:30 p.m. - 4:30 p.m. (EST)

Session 3-Marketing the Program

Thursday, February 15, 2024 | 3:30 p.m. - 4:30 p.m. (EST)

Session 4-Matching Student Pairs

Wednesday, May 1, 2024 | 3:30 p.m. - 4:30 p.m. (EST)

Contact FIN at LSI-FINAdmin@fsu.edu or call 850-645-7593 with questions.

The Florida Inclusion Network is funded by the Florida Department of Education, Division of K-12 Public Schools, Bureau of Exceptional Education and Student Services (BEES), through federal assistance under the Individuals with Disabilities Education Act, Part B.

DIRECT STEPS LRP COURSES:

330000 - Identifying Disabilities to Determine IDEA Eligibility

330001 - Child Find: Understanding IDEA Provisions and Responsibilities

330003 - Postsecondary Transition: IDEA Requirements for Processes, Procedures and Implementation

330005 - Required Components For Compliant IEPs

330006 - Least Restrictive Environment: What Teachers Need to Know

330007 - Independent Educational Evaluations: Responsibilities and Procedures

330009 Guidelines for IEP Team Composition

330012 - Conducting Compliant IEP Team Meetings

330013 - Evaluations and Reevaluations – Purposes, Standards and Procedures

330016 Legal Requirements and Practical Tips to Develop Measurable Annual IEP Goals

330018 - Legal Requirements and Best Practices for Prior Written Notice

330020 - Practical Strategies and IDEA Requirements for Developing IEPs

330023 - When to Review and How to Revise IEPs to Stay Compliant

330026 - IEP Implementation Strategies to Be IDEA Compliant

330030 - Requirements and Strategies to Facilitate Parental Participation in IEPs

330036 - Discipline and Placement Changes for Students With Disabilities Who Exhibit Violent Behavior

330038 Developing and Implementing Functional Behavior Assessments and Behavioral Intervention Plans

330046 – Eligibility and Development of a Student’s Extended School Year Services

330047 - Early Intervention Services: Facilitating Transition From IDEA Part C to Part B

330071- Administrators’ Responsibilities for Meeting IDEA Parental Consent Rules

330074 Exiting Students from Special Education : Graduation, Aging-out, Ineligibility, and Revocation of Consent

Instructions for accessing LRP trainings

Instructions for self-registration on the FDOE DirectSTEP® eLearning platform:

1. Go to [HTTP://FLDOE2022-DS.LRP.COM](http://FLDOE2022-DS.LRP.COM).
2. Read the “Is This Your First Time Here?” section located on the right side of the screen.
3. Click the “Create new account” button.
4. Create a username (Recommended format: John Sample = jsample).
5. Create a password (Recommended format : J#sample1). **Please write down your username and password and keep it somewhere secure for future reference. This information will NOT be emailed to you after you register.**
6. Enter your email address, first and last name.
7. Enter the letters/numbers pictured in the reCAPTCHA image. **If your web browser does not display a reCAPTCHA image, try a different web browser or contact your IT department.*
8. Click the “Create my new account” button.
9. You will receive a confirmation e-mail with a link to the website.

Instructions for taking a DirectSTEP® eLearning course:

1. Log in to [HTTP://FLDOE2022-DS.LRP.COM](http://FLDOE2022-DS.LRP.COM) using the username and password you created.
2. Select the course you have been assigned to complete.
3. Click the course link again (next to the icon of a gold box.)
4. Click the “Enter” button to begin taking the course.
5. You can use the arrow icons to move through the slides in the lower left hand corner of the slide player.
6. When you reach the Final Assessment, you will need to click the “submit” button after you select an answer. You will be directed to a new window which will inform you whether or not you answered each question correctly. You will need to score an 80% or higher to pass.
7. When you have completed the assessment, it is important that you click the **“Exit Activity”** link in the upper right hand corner of your screen to get credit for completing the course and to record your grade.
8. Your “Course Completion Certificate” link will now be active. If you are required to print a Completion Certificate, you may do so from this page.