

CHANGES MAY OCCUR BEFORE APRIL 1ST 2019

Special Education Program

Final Report Instructions and Final Report Form

2018/2019

Final Report deadline: May 17, 2019

Special Education Program
First Nations Schools Association &
First Nations Education Steering Committee
#113 – 100 Park Royal South
West Vancouver, BC V7T 1A2
Tel: 604-925-6087
Toll Free: 1-877-422-3672
Fax: 604-925-6097

SPECIAL EDUCATION PROGRAM FINAL REPORT INSTRUCTIONS

Background Information

The First Nations Education Steering Committee (FNESC) and the First Nations Schools Association (FNSA) allocate the Special Education Program (SEP) funding from Indigenous and Northern Affairs Canada (INAC) for First Nations schools in British Columbia. In an effort to document the success of SEP activities and demonstrate the impact of funding to INAC, and to meet all program requirements, final reports are required annually.

To complete this report you will need;

- a copy of your 2018-19 SEP workplan
- IEPs for all students included on your workplan (for the goals completed section)

Instructions

These instructions describe how First Nations schools can complete the final report on SEP DRUMS: [SEP DRUMS](#)

For schools that prefer, a template final report is provided at the end of this document, which can be completed and submitted by email or fax.

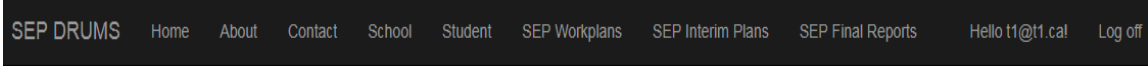
To start ...

Use the same user name and password as you used for your workplan and interim report. Press ([Forgot My Password](#)) if you don't remember your password and it will be reset. You will then be able to change your password.

SECTION A: School Information

1. On your school’s main page go to Edit Your School

Please correct or fill in all requested school information. It is very important to include the name of the appropriate contact person, with an email address, as most SEP correspondence is sent by email.



SEP Final Reports

Search by keyword:

[Create New SEP Final Report](#)

School Name	Reporting Year	SEP Fund Allocated	High Cost Additional Funding	Additional SEP Funding	Total Funding	Signature	Date Submitted	FNESC Approved	
<input type="text"/>	2015-2016				\$0.00	<hr/>			Edit

2. Return to the Main Page – select SEP Final Reports

* Your 2018-19 has been preloaded for you

3. Go to 2018-2019 Reporting Year and select Edit Final Report

SEP Final Reports

Search by keyword:

[Create New SEP Final Report](#)



School Name	Reporting Year	SEP Fund Allocated	High Cost Additional Funding	Additional SEP Funding	Total Funding	Signature	Date Submitted	FNESC Approved	
Sample School	2017-2018				\$0.00	<hr/>			Edit Delete

SECTION B: SEP FUNDING

Please confirm the accuracy of the initial SEP allocation for your school, as well as any High Cost or other additional SEP funding provided by FNESC/FNSA in the 2018-19 school year. Correct any errors, if necessary.

Special Education Program (SEP) funding in the BC Region is being changed to “Fixed Funding,” which means that any unspent 2017/18 funds remaining at the end of the fiscal year can be carried forward to 2018/19.

- Any funding carried forward must be spent on High Cost SEP activities within the next fiscal year (April 1, 2018 – March 31, 2019) and reported separately on the Fall 2018 SEP workplan.
- You must report on this final report any funding being carried forward – in box 4 in this section – see arrow below.

Section B - Special Education Program Funding

Amount of SEP funding initially allocated to your school

Any High Cost Additional Funding (accessed by application)

Additional SEP Funding

SEP Funding Carried Forward (Report on 2017 workplan)

Total FNESC/FNSA Funding to the Report

\$40,141.00

SECTION C: INDIVIDUAL EDUCATION PLAN (IEP) ACHIEVEMENTS

Please summarize the total IEP goals set and achieved for all students included on your 2018-19 SEP workplan using the Student IEP Summary. DO NOT SUBMIT IEPs.

Section C - Individual Education Plan (IEP) Goal Achievement

Goal Area	Total Number of Goals	Number of Goals Achieved	Measurement Tools Used	
Literacy	10	5	DIBELS	Edit Delete
Add Data To Section C				

From the student IEPs, total all student goals for each individual area, count the number of goals achieved.

Goal Areas

- Literacy - Numeracy
- Behavior - Communication
- Physical - Culture/Language
- Social Emotional

Select Measurement tools used

SAMPLE Completed Student IEP/SMART Goal Summary

Section C - Individual Education Plan (IEP) Goal Achievement

Goal Area	Total Number of Goals	Number of Goals Achieved	Measurement Tools Used	
Literacy	10	5	DIBELS	Edit Delete
Numeracy	14	8	CAT 4, Informal assessment	Edit Delete
Behaviour	5	3	Andetotal Notes - Teacher or EA, Behaviour Checklists/charting, Behaviour Incident Report Frequency	Edit Delete
Add Data To Section C				

SECTION D: SEP ACTIVITY DESCRIPTIONS/EXPENDITURES

Please describe the program / service for each activity in the appropriate column, based upon your school's approved SEP Workplan for 2018-19.

Section D - SEP Activity Descriptions/Expenditures

Activity	Total Number of Teachers	Total Number of Students	Extent of Completion	Reason of no completion	Amount of SEP Funding Used	Amount of Other Funding Used	Sources of Other Funding
Total					\$0.00	\$0.00	
Add Data To Section D							

The following programs and services could be used to carry out the workplan activities.

- Special Education Teacher Counseling Services Community Training
- Elder/Mentoring/Cultural Speech/Language Services Education Assistant (TA)

- Professional Assessment
- Professional Development
- Assistive Technology
- Physical Therapy
- Occupational Therapy
- Early Intervention
- Instructional materials / resources

For each activity, add total number of students included, extent of completion and the financial expenditure for each activity. Expenditure categories and student numbers should correspond with your school's 2016-17 SEP Workplan. If you were unable to complete the activity, please edit to include the reason.

SAMPLE Completed Activity Description Table

Section D - SEP Activity Descriptions/Expenditures

Activity	Total Number of Teachers	Total Number of Students	Extent of Completion	Reason of no completion	Amount of SEP Funding Used	Amount of Other Funding Used	Sources of Other Funding	
SEP teacher	1	24	Fully		\$42,000.00	\$22,000.00	Core	Edit Delete
Total					\$42,000.00	\$22,000.00		

Add Data To Section D

SECTION E: High Cost Student Transfers

In an effort to track the mobility of students with High Cost Special Needs, please complete the following.

Enter number of high-cost students transferred out (after the completion of initial workplan)

Enter number of high-cost students transferred in (after the completion of initial workplan)

Comments

SECTION F: STUDENT SUCCESS STORIES (OPTIONAL)

If you wish to highlight any stories of students who have benefited from the SEP funding, please **DO NOT INCLUDE ANY STUDENT NAMES** or personal information that would identify the student. Feel free to include feedback from parents / caregivers and students, if applicable.

Section F - Student Success Stories (Optional)

Summary of the student's
special needs

What improvement/changes
have occurred for this student
as a result of SEP funding?

How are you
measuring/documenting
these
improvements/changes?

Signature

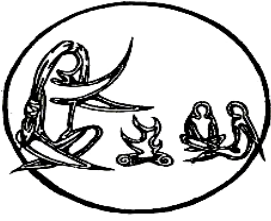
Reset

Date Submitted

Date FNESC Approved

Save

[Back to SEP Final Report List](#)



**FNESC/FNSA Special
Education Program School
Final Report Form
2018-2019**



SECTION A: School Information

SCHOOL NAME	
FIRST NATION	
PRINCIPAL	
SPECIAL EDUCATION CONTACT PERSON	
ADDRESS, TOWN, POSTAL CODE	
TELEPHONE	
FACSIMILE	
EMAIL	

SECTION B: Special Education Program Funding

Throughout this document, Special Education Program funding provided to your school by FNESC/FNSA is referred to as SEP funding.

Amount of SEP funding initially allocated to your school: \$ _____

Any High Cost Additional Funding (accessed by application): \$ _____

Any additional SEP funding allocated to your school: \$ _____

Any surplus funds carried into 2018-19 Fiscal year (subtract) \$ _____

TOTAL FNESC/FNSA Funding to report: \$ _____

SECTION C: Individual Education Plan (IEP) Achievements

Summarize the IEP goal achievements from Student IEP Summary Sheets. If you included planned IEPs in your workplan, please be consistent in the table below.

DO NOT SEND IEPs

Student IEP Goal Summary

Goal Area	Total Number of Goals Set for all SEP funded students	Total Number of Goals Achieved by all SEP funded students	Measurement Tools Used

Preschool Section - If IEPs are not applicable to your situation, please confirm by checking the box below and provide details of the achievements / successes of your program activities in the following section.

- Our preschool used SEP funding for early intervention only

Early Intervention Successes

SECTION D: 2018-19 SEP Activity Descriptions

Directions – Using your workplan, fill out the Description of Program/Service column. Then, based on the results of your activities, fill out the next three columns

Description of Program / Service (must correspond to workplan, and to categories outlined in the instructions)	Total Number Students Included in Activity	Extent to which plans were accomplished Fully (F); Partially (P) Not at All (NAA)	Reason plans were not fully accomplished (if applicable)
Activity # 1			
Program/Service			
Activity # 2			
Program/Service			
Activity # 3			
Program/Service			
Activity # 4			
Program/Service			
Activity # 5			
Program/Service			
Activity # 6			
Program/Service			

SECTION E: 2018-19 SEP Expenditures

Directions - indicate the amount and type funding used to carry out each workplan activity.

Activity #	Program/Service	Total Cost	Amount of SEP Funding Used	Amount of Other Funding Used	Source(s) of Other Funding (if applicable)
Activity #1					
Activity #2					
Activity #3:					
Activity #4:					
Activity #5:					
Activity #6:					

Summary Budget:

Total SEP Funding Used	
Total Other Funding Used	
Total Cost	

Section F: SEP Student Mobility

In an effort to track the mobility of High Cost Special Needs students please complete the following.

of SEP workplan students transferred out of your school after October 5, 2018.

of High Cost Special Needs Students transferring into your school after completion of 2018-19 workplan on October 5, 2018.

<p>Comments:</p>

SECTION F: Student Success Stories (optional)

If you wish to highlight any stories of students who have benefited from the SEP funding, please fill out the following section. **DO NOT INCLUDE ANY STUDENT NAMES** or any personal information that would identify the student. Please feel free to include feedback from parents/caregivers and students if applicable. (Add additional pages if necessary)

Summary of the student's special needs.

What improvements/changes have occurred for this student as a result of SEP funding?

How are you measuring and documenting these improvements/changes?

Comments / suggestions for improving the SEP are welcome.

Name of Person filling out form: (please print)	
Date:	

Return to Barb O'Neill

Fax: 604-925-6097 or barbo@fnesc.ca

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First Nations Schools Association &
First Nations Education Steering Committee
#113 – 100 Park Royal South
West Vancouver, BC V7T 1A2
Tel: 604-925-6087
Toll Free: 1-877-422-3672

FNESC/FNSA INFORMATION ONLY – DO NOT FILL	
DATE RECEIVED: _____	DATE APPROVED: _____