

**INSTRUCTIONS: TnREpppSA**  
**Tennessee Rubric Evaluation of Policies, Practices, and Procedures Self-Assessment**

**Purpose:** School districts identified with Disproportionate Representation are required to conduct a self-assessment which reviews district practices, policies and procedures in the identification of students with disabilities to determine if such disproportionate representation was the result of inappropriate identification.

**Form Use:** The *TnREppp Self-Assessment (TnREpppSA)* focuses on six educational areas which underscore the importance of examining educational policies and practices as they relate to opportunities to learn and educational outcomes for all students. The TnREpppSA is completed electronically and submitted to the Division of Special Education for review and rating of the six focus items examined by the district.

Based on the district’s self-assessment and the *2009 TnREpppSA Reviewer Scoring Guidelines*, the State determines one of the following district ratings: Exemplary, Adequate, Partially Adequate or Inadequate.

If the district’s Self-Assessment Rating is either Partially Adequate or Inadequate, the district is required to develop a Disproportionality Plan of Improvement (DispPI) and include this plan in the district’s Tennessee Comprehensive School Performance Plan (TCSP).

**INSTRUCTIONS**

- 1) **Read these instructions** thoroughly before you begin the self-assessment process.
- 2) **Assemble a Disproportionality District Review Panel** which represents multiple perspectives on the effectiveness and processes of district practices. The review panel should include at least three system educators (e.g., director of school system, special education supervisor, general education supervisor, school psychologist or speech/language pathologist, principal, etc.). Be sure to include input from other knowledgeable persons in the school system and community.
- 3) **Designate a Team Facilitator** to oversee and coordinate the review process and submit the final report.
- 4) **Discuss the purposes for the self-assessment** with the review panel. which includes:
  - (a) examination and analysis of district policies, practices and procedures for the appropriate child find, referral, evaluation and identification of students with disabilities; and
  - (b) identification of specific focus areas to target for comprehensive improvement.
- 5) **Review and Discuss** the components of the six focus items included for self-assessment included in the *TnREpppSA*. The *2009 TnREpppSA Reviewer Scoring Guidelines* should be referenced by the district when conducting this self-assessment. These guidelines are used by the DOE for the review and rating of each area of focus and provide scoring criteria for the *TnREpppSA*, which includes:

Focus Item Heading	Overarching area of review for each of the six focus items
Column 1	SDE (State Department of Education) Rating
Column 2	Specific Focus of the Self-Assessment Item
Column 3	Exemplary (4) Criteria
Column 4	Adequate (3) Criteria
Column 5	Partially Adequate (2) Criteria
Column 6	Inadequate (1) Criteria

- 6) **Begin the TnREpppSA** by tabbing forward to the top of page 2 (Panel Cover Sheet and Assurances).
- 7) **Key in the following information** on the Panel Cover Sheet and Assurances:
  - \*School System
  - \*School system serves students in grades
- 8) **Print the Panel Cover Sheet and Assurances** page and set it aside until the self-assessment is complete.
- 9) **Tab forward to each of the Review Item Sections and enter information on each in the drop-down boxes for:**
  - \* Disability
  - \* Ethnic Group
  - \* Over or Under

Note: If your district has been identified in four disability areas for either Overrepresentation or Underrepresentation, you will enter this information in all four rows. If your district has been identified in one disability area for either Overrepresentation or Underrepresentation, you will enter this information in the first row only. This disproportionate representation data information has been included in a letter mailed to your district by the Department.
- 10) **Begin with Focus Item 1. Tab forward through the Self-Assessment and respond to each of the six focus items as directed.**
- 11) **Remember to Save** your report frequently as it is completed.
- 12) **Rename the TnREpppSA** as directed on the cover page with your district's name replacing "TN School District" (e.g., **TN School District TnREpppSA 2009**)
- 13) **Obtain signatures** from your district's review team and enter the **Dates of Review** and **Date Submitted to the DOE** on the **Panel Cover Sheet and Assurances**.
- 14) **Submit the signed Panel Cover Sheet and Assurances** to the Department of Education by U.S. Mail to:

**Ann Sanders-Eakes, Director of Compliance Monitoring**  
**Division of Special Education, Department of Education**  
**Andrew Johnson Tower-7<sup>th</sup> Floor, 710 James Robertson Parkway**  
**Nashville, TN 37243-0320**
- 15) **Email the completed TnREppp Self-Assessment to Ann Sanders-Eakes at [Ann.Sanders@state.tn.us](mailto:Ann.Sanders@state.tn.us) no later than May 26, 2009. Do not send a hard copy of this report by mail.**