MEMORANDUM

January 21, 2005
M069/04-05
305-995-7243

TO: All Principals

FROM: Dr. Ruby P. Poitier, Administrative Director
Office of Exceptional Student Education and Student/Career Services

SUBJECT: MONITORING MATRIX OF SERVICES FORMS

As a result of ongoing monitoring, it has come to the attention of this office that the records of many Exceptional Student Education (ESE) students contain Matrix of Services forms that do not reflect the content of the current Individual Educational Plans (IEPs). In some cases, the Matrix of Services forms are missing entirely.

This memo serves as a reminder that a Matrix of Services form (FM 5582) must be completed following each initial IEP meeting; reviewed after each annual and/or interim IEP meeting; and entered in the PF 17 screen of ISIS for all students above the cost factor 251 (formerly referred to as line number 251). For all exceptional education students at levels 4 and 5 (254-255), a new matrix must be completed at least once every three years. If services change as a result of an IEP team decision, (i.e., eligibility for or dismissal from Speech/Language therapy, eligibility for or dismissal from Hospital/Homebound, addition or deletion of counseling services or nursing services, etc.) a new matrix must be completed. The practice of crossing out information and initialing the changes does not apply to the Matrix of Services.

If services do not change as a result of an IEP meeting, and the matrix is less than three years old, the existing matrix may be reviewed and a new matrix does not have to be completed. The services checked on the Matrix of Services MUST be based on the information contained in the IEP. The IEP, and not the Matrix of Services, determines the special education services a student will receive.

All exceptional student education teachers who have not been previously trained in completing the Matrix of Services form are required to attend a three (3) hour Matrix of Services Workshop. Registration is required and must be completed on-line at http://campus.dadeschools.net.

If you have any questions or need assistance regarding this matter please contact Ms. Delsey Yancoskie, Instructional Supervisor, Florida Diagnostic & Learning Resources System-South, at 305-274-3501 or, e-mail: dyancoskie@dadeschools.net.

RPP:af

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