

# Interpreting your 2025 Annual Determination Letter for Small Local Educational Agencies

## Focused Monitoring and Technical Assistance for Small Local Educational Agencies Unit

*This document is meant to assist small local educational agencies (LEAs) (100 or fewer students with disabilities) with understanding their 2025 Annual Determination Letter (ADL) and the next steps for the LEA.*

**1** Reference the chart on the first page of the LEA’s ADL to locate the **DETERMINATION** and **MONITORING YEAR SUPPORT DESIGNATION** (highlighted in blue in the ‘Sample ADL Chart’ below) for the LEA.

SAMPLE 2025 ADL CHART

Category	Determination
Annual Determination	Meets Requirements, Needs Assistance, Needs Intervention
Disproportionate	Not Disproportionate / Disproportionate in _____, Year _____
Significantly Disproportionate	Not Significantly Disproportionate / Significantly Disproportionate
2025 Monitoring Year Support Designation	Small LEA Monitoring, _____
Timeline Noncompliance	No Timeline Noncompliance / Noncompliant

**2** Identify the LEA’s **DETERMINATION**, as listed on their ADL. The adjacent arrow lists the reason(s) for an LEA’s Determination.

<b>MEETS REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• No noncompliance or open Prong Review</li> <li>• No Timeline issues</li> <li>• No Restraint &amp; Seclusion Flag</li> </ul>
<b>NEEDS ASSISTANCE</b>	<ul style="list-style-type: none"> <li>• Noncompliance or open Prong Review <b>AND/OR</b></li> <li>• Timeline issues <b>AND/OR</b></li> <li>• Restraint &amp; Seclusion Flag <b>AND/OR</b></li> <li>• Disproportionate Year 1</li> </ul>
<b>NEEDS INTERVENTION</b>	<ul style="list-style-type: none"> <li>• Significantly Disproportionate</li> </ul>

**3** Identify the LEA's **MONITORING YEAR SUPPORT DESIGNATION(S)**, as listed on their ADL. Follow the next steps listed for 'Universal Support,' 'Cyclical Monitoring' and 'CIM-S.' Go to #4 if an LEA has 'Compliance Only' or 'with Compliance' in their Designation.

<b>UNIVERSAL SUPPORT</b>	<ul style="list-style-type: none"> <li>No action needed.</li> </ul>
<b>COMPLIANCE ONLY or *with COMPLIANCE</b>	<ul style="list-style-type: none"> <li>Timeline Issues</li> <li>Restraint &amp; Seclusion Data Quality Flag</li> <li>Restraint &amp; Seclusion Ratio Flag</li> <li>Disproportionate Year 1</li> </ul>
<b>Cyclical Monitoring Continuing*</b>	<ul style="list-style-type: none"> <li>Continue Cycle B 2024 Self-Review, correct any corrective actions and subsequent Prong II reviews.</li> </ul>
<b>CIM-S Continuing*</b>	<ul style="list-style-type: none"> <li>Continue Implementing CIM-S Plan.</li> <li><b>Progress Reports Due:</b> #1 – July 10, 2025, #2 – January 10, 2026</li> </ul>

*\*LEAs in Cyclical Monitoring Continuing with Compliance or CIM-S Continuing with Compliance will need to address the noncompliance area(s) in the 'Compliance Only or with Compliance' section as well as the 'Cyclical Monitoring Continuing' or 'CIM-S Continuing' section.*

**4** Reference the **2025 LEA ADL Data Display** on CalTAN, to determine the area(s) of noncompliance, required Annual Monitoring activity(ies), and next steps.

AREA OF NONCOMPLIANCE	COMPLIANCE ACTIVITY(IES)	NEXT STEPS
<input type="checkbox"/> Timeline Issues	Fix timeline issues	Monitor local systems to ensure timelines comply.
<input type="checkbox"/> Disproportionate Year 1	<ol style="list-style-type: none"> <li>Data Quality Toolkit (DQT) Self-Assessment</li> <li>Policy and Procedure Review (PPR) in SECMS-S</li> </ol>	<ol style="list-style-type: none"> <li>Review activity requirements on CalTAN.</li> <li>CDE will email when PPR activity opens in SECMS-S.</li> </ol>
<input type="checkbox"/> Restraint & Seclusion Ratio Flag	Student Record Review (SRR) in SECMS-S	<ol style="list-style-type: none"> <li>Review activity requirements on CalTAN.</li> <li>CDE will email when SRR activity opens in SECMS-S.</li> </ol>
<input type="checkbox"/> Restraint & Seclusion Data Quality Flag	<ol style="list-style-type: none"> <li>Data Quality Toolkit (DQT) Self-Assessment</li> </ol>	Review activity requirements on CalTAN.

Please reach out to [SmallMonitoring@cde.ca.gov](mailto:SmallMonitoring@cde.ca.gov) or your assigned consultant if you have any further questions.