

ARKANSAS STATE PERSONNEL DEVELOPMENT GRANT

Improving Student Outcomes through Academic and Behavioral Instruction and Intervention and Recruitment, Retention, and Professional Development

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Request for Services (RFS) Form

1/15/14

Background: The SPDG is a five-year grant received by the Arkansas Department of Education (ADE) from the U.S. Department of Education's Office of Special Education Programs (OSEP). The SPDG's efforts relate directly to the grant's primary focus of strengthening the academic and behavioral progress and proficiency of students (especially those with disabilities) across the state by expanding the services, supports, strategies, and programs available for them at the school, district, and regional (Educational Service Cooperative; ESC) levels. With its evidence-based school improvement approach, the SPDG also has an important role in the ADE's Elementary and Secondary Education Act (ESEA) Flexibility process.

SPDG staff specialize in the areas of school improvement/organizational leadership, literacy instruction/intervention, mathematics instruction/intervention, positive behavioral supports, data-based problem-solving/Response-to-Intervention, and teacher recruitment/retention. Services from SPDG staff typically involve in-service/professional development training, organizational assessment and strategic planning, technical assistance and consultation, or individual student case analysis and intervention planning. SPDG staff do not provide services solely to address the needs of individual students, staff, schools, or specific situations. Instead, the professional development or technical assistance involves cross-training with other consultants from the ADE, ESCs, or other schools or districts. These individuals are present to learn new information and/or to enhance their skills for use in future settings or situations.

Below is a "Request for SPDG Services" form. Most SPDG services are requested to address an identified need that is reflected in a district or school's ACSIP plan, or in a district's Special Education Corrective Action Plan. The ACSIP plan is largely focused on activities that improve students' academic and social, emotional, or behavioral learning, progress, and proficiency. The Corrective Action Plan focuses on one or more special education service delivery outcomes (e.g., LRE, student achievement or graduation, disproportionality) and is written when a district is out of compliance in a specific area.

If your ESC, district, or school is interested in in-service/professional development training or technical assistance and consultation services from SPDG staff, please complete the information below and submit it (via e-mail; please scan in and append supporting documents) to Dr. Howard M. Knoff, SPDG Director, howard.knoff@arkansas.gov. Please know that SPDG staff will make every effort to honor the requests submitted. Preference will be given to requests that: (a) involve ESEA Focus, Priority, or Improvement schools/districts; (b) reflect an identified need and related intervention action written into a district or school's ACSIP plan; (c) are the result of data-based analyses that demonstrate the services have a high probability of addressing or remediating an identified need; (d) can enhance the knowledge or skills of other consultants, thereby increasing the capacity and resources of other schools, districts, or ESCs; and (e) can be addressed by SPDG staff given the number and complexity of all the requests submitted.

State Personnel Development Grant

Request for Services (RFS)

Date of Request:

Name of Person Requesting Services:

Position in District or School:

Address:

Telephone/Contact Numbers:

E-mail:

Name of District:

Cooperative Area:

Name of District Superintendent:

District Office Address:

District Telephone/Contact Numbers:

Superintendent's E-mail:

**ESEA Status of School (Exemplary, Achieving,
Needs Improvement, Focus, Priority):**

Services Requested (Check all that apply):

___ **Professional Development/In-Service**

___ **On-Site Consultation/Technical Assistance**

Place/Individuals Needing Services (Check/Circle all that apply):

- Identify Specific Teams/Committees Needing Services and Schools where they exist.
- Identify Specific School(s) Needing Services with Address, Principal's Name, Phone Numbers, etc.
- Identify District-level Departments/Personnel Needing Services and Contact Information.

___ **School-based Team/Committee**

Elem MS HS

___ **School(s)**

Elem MS HS

___ **District-level Department/Personnel**

*** Has this request been recommended (for ESEA Priority schools) by your ADE School Improvement Specialist (SIS) and/or outside School Improvement Provider?

Yes No **Name of SIS and/or Provider:** _____

*** Will this request or these services be written into your Priority Intervention Plan (PIP)?

Yes No

*** Does this request address an identified need and related technical assistance action written into your school/district ACSIP plan or District Special Education Corrective Action Plan (if applicable)?

Yes No

PLEASE ATTACH ALL RELEVANT PAGES OF YOUR ACSIP/PIP PLANS

Area of Services Needed (Check all that apply):

- Leadership
- Strategic Planning/ACSIP process
- Committee Functioning
- Closing the Achievement Gap (CTAG)/Response-to-Intervention

- Curriculum and/or Instruction
- Co-Teaching Overview *

- Literacy: Assessment/Progress Monitoring
- Literacy: Strategic/Intensive Interventions
- Literacy: Strategic Instruction Model (SIM)
 - Learning Strategies Content Enhancement Routines

- Behavior: Classroom Management
- Behavior: Social Skills Instruction
- Behavior: Positive Behavioral Support Systems
- Behavior: Strategic/Intensive Interventions

- SPRINT (School Prevention, Review, and Intervention Team) functioning
- SPRINT Data-based, Functional Assessment, Problem Solving

- Preschool Services—Please specify area of concern: _____
- Parent Support in home-based literacy
- Parent Support in positive behavior supports

- Least Restrictive Environment Services
- Disproportionality
- Special Education Sub-population AYP Interventions

- Teacher Recruitment/Retention

- Other (please specify on an attached sheet):

* **NOTE:** E-mail and telephone technical assistance is available from the AR Co-Teaching Project at no cost. On-site professional development overviews of co-teaching are provided on request. A comprehensive year-long professional development package option is also available from the AR Co-Teaching Project on a contract/fee-for-services basis. Contact Rose Merry Kirkpatrick at (501) 319-7333 or rosemary.kirkpatrick@arkansas.gov.

Describe in detail the (a) Specific Services Needed, (b) Specific Outcomes Desired, and (c) Previous Activities already Implemented in the area of concern and their Outcomes: