



Cleveland Heights-University Heights

## **STUDENT SERVICES**

# Student Services Primary Responsibilities

Registration/Enrollment	Support and Compliance Services
<ul style="list-style-type: none"> <li>○ Manages student registration and enrollment for all incoming students.</li> <li>○ Verifies residency, custody, visa status, and required documentation.</li> <li>○ Confirms and ensures student access to services at the point of registration.</li> </ul>	<ul style="list-style-type: none"> <li>○ Ensure the administration of and compliance with federal and state laws, rules, regulations, and guidance.</li> <li>○ Ensure compliance with IDEA (Individuals with Disabilities Education Act) requirements.</li> <li>○ Coordinate Child Find, to include the identification, location, and evaluation of students suspected of having disabilities.</li> <li>○ Coordinate IEP (Individualized Education Plan) development, implementation, and related services for eligible students (i.e., separate facilities, court placement, incarcerated youth)</li> <li>○ Coordinate school health services, medical plans, diabetes care plans, and immunization compliance.</li> <li>○ Coordinate Home Instruction services (IEP Placement &amp; medical)</li> <li>○ Coordinate caseloads for intervention specialists and related service providers to ensure effective delivery of services</li> <li>○ Coordinate Gifted Education Services, including identification, programming, and WEPs (Written Education Plans).</li> <li>○ Coordinate services and programs for students attending nonpublic schools within the district, ensuring equitable access to required supports.</li> </ul>



Director of Student Service  
FERPA  
Medicaid

# Student Services ORG Chart

*Karen Liddell-Anderson*



Registration  
Specialists

*Jeronica Bell*

- Registration/Enrollment
- Visa Verification
- Residency
- Intra-District Transfer
- Jon Peterson/Autism Scholarship
- Court/County Liaison



Elementary  
Coordinator  
Pre-5th

*Erin Hanna*

- Special Ed. PreK-5th
- Separate Facilities PreK-8<sup>th</sup>
- ESY
- Psychologist
- Paraprofessionals (SPED)
- ODEW/OCE Compliance
- CPI



Secondary  
Coordinator  
6<sup>th</sup>-12<sup>th</sup>

*Lindsay Baar*

- Special Ed. 6-12<sup>th</sup>
- Separate Facilities 8-12<sup>th</sup>
- ESY
- SLP/OT/PT/Adapt. P.E.
- Transportation Services
- LRE Cohort
- Options
- CPI



Gifted/Fine Arts  
Coordinator

*Toia Robinson-Snowden*

- Gifted Services
- Music/Fine Arts
- Advanced Placement
- Early Entrance to K
- Nursing Services
- CPI
- Title IX Coordinator



Non-Public  
Coordinator

*Paul Rusinko*

- Non-Public Services
- IEP/Service Plans
- Consultation/Allocations
- Home Instruction
- SCOC Liaison
- CPI Lead
- Title IX Investigator

# Student Services Vision

## Vision

Student Services is dedicated to supporting each student's individual needs, ensuring **access** to the district curriculum, and promoting measurable progress as reflected in district and state assessments, the State Report Card, and the Special Education Profile/Rating.

We are united in holding **all students** to high expectations and supporting the **maximization of their potential** by serving the needs of our diverse student population and fostering an environment where all students can **learn and thrive**.

# Student Services Key Performance Indicators (KPIs)

## 1. Graduation

By the end of the 2025–2026 school year, students with disabilities will meet the 4-year graduation rate of 80.96 on the Ohio State Report Card for the class of 2026, resulting in an outcome of 74.22 or higher on the Ohio Special Education Profile, reflecting an increase of 0.61%.

## 2. Alternate Assessment

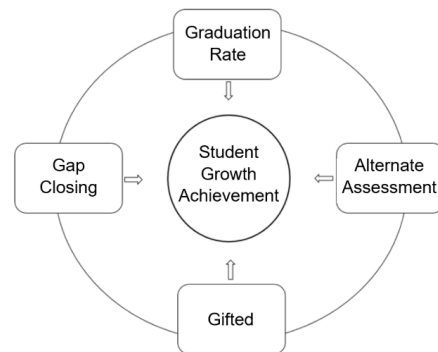
By the end of the 2025-2026 school year, students with intensive needs will show a 5% increase in their proficiency scores on the ELA and Math Alternate Assessments across all grade bands reflected on the Ohio Special Education Profile.

## 3. Gap Closing

By the end of the 2025–2026 school year, students with disabilities on the OST will achieve a Performance Index of 61.03 in Reading/Language Arts and 56.9 in Math, reducing the proficiency gaps on the Ohio Special Education Profile in Reading/Language Arts at Grades 4 (30.14% to 28.14%), Grade 8 (29.48% to 27.48%) and High School (30.45% to 28.45%); and in Math Grade 4 (27.84% to 25.84%), Grade 8 (15.63% to 13.63%), and High School (13.49% to 11.49%).

## 4. Gifted

By the end of the 2025-2026 school year, the gifted department will maintain performance level or increase performance level by one step on the state report card (gifted performance indicator). This approach will happen by increasing gifted identification and services by 20% at the high school.



# Student Services Focused Areas of Work District One Plan

**NOTE:** The purpose of the Student Service work is to facilitate and promote the equal access of SWD. Student Services action steps are intentionally interconnected, creating a unified approach to improving graduation rates, increasing performance and proficiency, and closing gaps for students with disabilities.

Graduation  
Alternate Assessment  
Gap Closing  
Gifted  
(2-E)

- Provide P.D. on high-quality, standards-based IEPs
- Provide P.D. on co-teaching
- Provide P.D. with the Everyway curriculum
- Provide P.D. on lesson development and differentiation with a focus in Reading and Math
- Provide P.D. in Clarity specific to Gifted
- Monthly reviews of IEP quality, alignment to grade-level standards
- Review and analysis of Winter and Spring MAP results as predictive measures
- Monthly MTSS meetings support collaboration, align resources, and improve outcomes
- Monthly C&I meetings support collaboration, align resources, and improve outcomes
- Data and assessment monthly meeting to review and analyze data as a performance predictor
- Develop prompts aligned to standards-based IEIPs for the IEP Team to consider
- Add prompts to the IEP Meeting Agenda and CH-UH Special Education Handbook
- Monitor IEPs utilizing the IEP Rubric, ensuring alignment to the Ohio Learning Standards
- Monitor the implementation of the Unique Curriculum
- Classroom walkthroughs with feedback

# Student Services Work Cycle

## Student Services Work Cycle Document

### July, August, September, October

- Finalize ESY services
- Finalize HI services and secure instructors
- Finalize class lists for IS
- Confirm caseloads for RSP
- Upload files from exiting students and entering from out-of-district
- Confirm separate facility placements and initial visits
- Review emergency and health plan – nurses
- Receive and distribute supplies and orders (IEP specific & nursing)
- Non-public school meetings and SP development
- Finalize NP allocations Process/Letters
- Process Au/JP scholarships
- Process ED Choice Scholarships
- High needs IEP team meeting
- Confirm transportation needs and equipment for IEPs
- Registration
- Residency checks with K-12
- Enrollment lists and verification
- Order Supplies
- Medicaid Billing PD
- Process SSI request
- Develop coordinator area goals and focus
- ESY Monitoring
- Pull grad files and w/d student files
- 516 funds Public Meetings
- FERPA letter for website and distribution
- Consent to withhold Directory Information notices
- Medicaid Audit
- Review Medicaid consent for next year
- Updates - Student Services webpage, service provider sheets, DL list for RSP
- Confirm 516 employee coding

- Registration
- Residency confirmation
- Related service provider meetings
- Initial Non-Public consultations
- Initial meetings with Cleveland Clinic and PEP
- Meetings with Separate facilities
- ISS school visits
- ED classroom visits and set-up
- Oct count IEPs and ETRs
- Separate facility audits
- Send Home Instructors to Board for approval
- Send out IEP/ETR timelines

### November, December, January, February

- Continued support and monitoring of July, August, September, and October work
- Separate facility audits
- Field Day sponsor drive
- Medicaid Billing
- Coordinator goal monitoring
- Onsite visits to the Non-Public
- Begin contacting the Non-Public to collect student data
- Send our allocation planning document to the Non Publics
- Confirming caseloads (staffing prep)
- Planning for Field Day
- ESY IEP Planning
- Semi-annual certification for employees from 516

### March, April, May, June

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| <ul style="list-style-type: none"> <li>Continued support and monitoring of November, December, January, February work</li> <li>Onsite visits to the Non-Public</li> <li>Begin contacting the Non-Public to collect student data</li> <li>Send our allocation planning document to the Non-Publics</li> <li>Confirming caseloads (staffing prep)</li> <li>Planning for Field Day</li> <li>ESY IEP Planning</li> <li>Begin ESY staffing</li> <li>Finalize staffing needs</li> <li>Medicaid Billing</li> <li>Intra-District Transfer Process</li> <li>Coordinator goal monitoring</li> <li>RSP memo ETR/IEP remaining for the year</li> <li>Final date for entering requisitions – check all P.O.s</li> <li>Review statements/expenses for upcoming year's</li> <li>Coordinator budget meetings</li> </ul> | <ul style="list-style-type: none"> <li>Complete budgets for upcoming year</li> <li>Reconcile outstanding invoices, pay and close P.O.s</li> <li>Transition IEPs (Pre-K to K, 5<sup>th</sup> to 6<sup>th</sup>, 8<sup>th</sup> to 9<sup>th</sup>, Post-secondary planning meeting 23)</li> <li>Transfer of record</li> <li>Scan records</li> <li>Final consultation Non Publics</li> <li>PD Planning Day</li> <li>HPC – Provider billing meetings</li> <li>Staff End-of-Year Evaluations</li> <li>Semi-annual certification 516 fund</li> </ul> |
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