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HANNA SKANDERA  
SECRETARY OF EDUCATION

SUSANA MARTINEZ  
GOVERNOR

April 12, 2013

**MEMORANDUM**

**TO:** Special Education Directors  
Charter School Administrators

**FROM:** Denise Koscielniak, Director of Federal Programs 

**RE: REVISIONS TO POLICIES AND PROCEDURES**

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The New Mexico Public Education Department (NMPED) is providing to all Special Education Directors and Charter School Administrators a revised and updated version of the Special Education Policies and Procedures. Under federal regulations, all local education agencies (LEAs) and charter schools must have in effect policies and procedures that are consistent with the State policies and procedures. The policy templates being provided will assist LEAs in meeting this requirement.

The Policies and Procedures have been revised for clarity and consistency and updated where necessary. Please note that the insertions of **[district]** in red indicate where the LEA or charter school is to insert its name, if appropriate. The paragraphs written in *blue italics*, indicate instructions and guidelines to assist you in understanding and implementing the policies and procedures. Websites and internet links are provided in *blue* for easy identification. The text written in **bold black** contains legal authorities for the policies.

We call your attention to an important update of NMPED policies regarding charter schools in Chapter 8 on page 57. Two paragraphs written in *blue italics* explain the different procedures to be used by the state-chartered and locally-chartered charter schools in submitting their respective school-based budgets.

In order to qualify for an Individuals with Disabilities Education Act sub-grant, you will be required to submit the following documents with your sub-grant application:

- Board of Education or Governing Council's agenda indicating the policies and procedures were reviewed; and
- Board of Education or Governing Council's minutes highlighting the adoption of the policies and procedures.

The IDEA sub-grant is due on May 15, 2013. The sub-grant application and guidelines are available at <http://ped.state.nm.us/SEB/fiscal/index.html>.

If you have any questions regarding the 2013 Policies and Procedures, please contact Kristen Fedesco, Interim Special Education Director, at (505) 827-1423 or [Kristen.fedesco@state.nm.us](mailto:Kristen.fedesco@state.nm.us).

Enclosures: Policies & Procedures, revised 3/13.  
Chapters 1, 2, 3, 4, 5.1, 5.1, 6, 7, 8.

cc: Paul Aguilar, Deputy Secretary, Finance and Operations  
Susan Lucero, Manager, Grants Management Bureau  
Kristen Fedesco, Interim Special Education Director  
Patricia Hawkins, Fiscal Manager  
Superintendents  
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