



COMMONWEALTH of VIRGINIA
DEPARTMENT OF EDUCATION

DATE: December 16, 2022
TO: Division Superintendents
FROM: Jillian Balow, Superintendent of Public Instruction
SUBJECT: **Inclusive Practice Self-Assessment Survey**

The information shared in [Superintendent's Memo #207-21](#) addressed the implementation of the Virginia Inclusive Practice Self-Assessment and Action Planning Tool, effective no later than the start of the 2022-2023 school year, which required that the results of each local school division's inclusive practice self-assessment and action planning instrument be reported to its (i) division superintendent, (ii) special education director, and (iii) chairs of its local school board and local special education advisory committee, and the Virginia Department of Education (VDOE). In response to this, **a survey has been designed for reporting to the VDOE.**

The survey, [Virginia Inclusive Action Plan Executive Summary: Inclusive Practice Self-Assessment](#), requires divisions to report the results of the self-assessment and plans for improvement to the VDOE, which includes a description of action steps to be taken to address each concern and how the division's progress will be monitored and measured. The action plan should not be submitted to the VDOE, but divisions should maintain the plan internally for possible future monitoring.

This survey should be completed no later than **the end of the first semester or February 3, 2023**, whichever comes first. Following the VDOE's review of the completed surveys, school divisions will receive a rating and feedback via the attached form (**Attachment A**).

To assist with the resources provided in [Superintendent's Memo #207-21, Attachment A: Virginia Inclusive Practice Action Planning Tool Additional Resource](#) (DOCX), all divisions were invited to attend the recorded webinar [BPI, Inclusive Practices Action Planning Tool](#) (June 2021), in which Dr. Frances Stetson discusses the planning process and the use of these resources. The [Inclusive Practices in Successful Schools tutorial](#) from Stetson and Associates, Inc. is available on the VDOE website. For early childhood inclusive practices, the following

resources are available: [Virginia Guidelines for Early Childhood Inclusion](#), [Making Sound Preschool Least Restrictive Environment \(LRE\) Decisions](#), [Inclusive Placement Opportunities for Preschoolers \(IPOP\) Manual](#), and [Leadership in Effective and Developmentally-appropriate Services in Early Childhood Special Education webpage](#). The VDOE [Inclusive Practices webpage](#) also includes resources.

Questions or concerns relating to the Virginia Inclusive Action Plan: Executive Summary survey should be directed to the VDOE Office of Instructional Services by email at spedinstruction@doe.virginia.gov. For questions regarding instructional programs for students with disabilities, contact Dr. Zenia Burnett, Director of Instructional Services, by email at Zenia.Burnett@doe.virginia.gov, or by telephone at (804) 225-2707. For questions regarding preschool-related inclusive practices, contact Dr. Dawn Hendricks, Early Childhood Specialist, by email at Dawn.Hendrick@doe.virginia.gov, or by telephone at (804) 225-2675.

JB/TL/sp

Attachment:

- A. [Virginia Inclusive Action Plan Executive Summary: Inclusive Practice Self-Assessment Feedback](#) (DOCX)