

RESOLUTION AGREEMENT
Connecticut Technical Education and Career System
OCR Complaint No. 01-22-1012

The Connecticut Technical Education and Career System (CTECS) has entered into this agreement to resolve the allegations in the above-referenced complaint. CTECS assures that it will take the following actions.

CTECS agreed to resolve this complaint prior to the completion of OCR's investigation pursuant to Section 302 of OCR's *Case Processing Manual*.

Action Item 1

CTECS will distribute to all administrators, Section 504 Coordinators, and any other faculty and staff who are responsible for implementing Section 504 plans a memorandum that will include:

- a. A provision clarifying that testing-related accommodations are to be decided only by the student's IEP/Section 504 team; and
- b. A provision clarifying that all testing-related accommodations apply to all standardized testing taken at school, including those offered by the College Board, unless otherwise specifically stated in a student's IEP/Section 504 plan. The provision should also clarify that no College Board requirement does, or can, alter this.

Reporting Requirements:

1. By April 11, 2022, CTECS will submit its memorandum to OCR for review and approval.
2. Within thirty (30) calendar days of OCR's approval, CTECS will distribute the memorandum, and provide OCR with documentation of such distribution.

Action Item 2

CTECS will develop a procedure to ensure timely notification to the College Board of testing-related accommodations for all students with such provisions in their IEPs/Section 504 plans, which shall include record-keeping of such requests.

Reporting Requirements

1. By April 11, 2022, CTECS will submit its procedure to OCR for review and approval.
2. Within thirty (30) calendar days of OCR's approval, CTECS will submit documentation confirming that the procedure has been provided to CTECS personnel responsible for overseeing implementation of IEPs/Section 504 plans.
3. By September 15, 2022, or by the College Board deadline for notification of accommodations, whichever is later, CTECS will provide OCR with documentation of all notifications for testing-related accommodations made to the

College Board for all students with testing-related accommodations in their IEPs/Section 504 plans for College Board tests administered during the 2022-2023 school year.

Action Item 3

CTECS will develop a procedure to ensure the procedural safeguards notice is provided to parents/guardians when any decisions are made concerning the identification, evaluation, or placement of students pursuant to Section 504. CTECS may use a checklist showing what items need to be provided at each decision point as a way of meeting this requirement.

Reporting Requirements:

1. By May 1, 2022, CTECS will submit its procedure to OCR for its review and approval.
2. Within thirty (30) calendar days of OCR's approval, CTECS will submit documentation confirming that the procedure has been provided to CTECS personnel responsible for creating and implementing Section 504 plans.
3. By June 30, 2023, CTECS will provide documentation demonstrating adoption and implementation of the procedure for the 2022-2023 school year.

CTECS understands that by signing this Agreement, it agrees to provide data and other information in a timely manner in accordance with the reporting requirements of the Agreement. Further, CTECS understands that during the monitoring of this Agreement, if necessary, OCR may visit CTECS, interview staff and students, and request such additional reports or data as are necessary for OCR to determine whether CTECS has fulfilled the terms and obligations of this Agreement. Upon CTECS' satisfaction of the commitments made under the Agreement, OCR will close the case.

CTECS understands and acknowledges that OCR may initiate proceedings to enforce the specific terms and obligations of this Agreement and/or the applicable statute(s) and regulation(s). Before initiating such proceedings, OCR shall give the Recipient written notice of the alleged breach and sixty (60) calendar days to cure the alleged breach.

The Agreement will become effective immediately upon the signature of CTECS' representative below.

By: /s/ Date: 3/1/22
Dr. Ellen Solek,
Superintendent