**SAMPLE FORMAT FOR SEPAG REPORT TO THE SCHOOL BOARD**

**The Role of the Special Education Parent Advisory Group (SEPAG) is to :**

1. Advise the local school district of needs in the education of children with disabilities;
2. Participate in the development of priorities and strategies for meeting the identified needs of children with disabilities;
3. Submit periodic reports and recommendations regarding the education of children with disabilities to the director/supervisor of special education for transmission to the local school board of education;
4. Assist the local school district in interpreting plans to the community for meeting the special needs of children with disabilities for educational services;
5. Review the policies and procedures for the provision of special education and related services prior to submission to the local school board of education; and
6. Participate in the review of the local school district's annual plan.

**School District Commendations:** Thank the administration and school board for recommendations they have implemented and/or support they have provided.

**Key Activities and Major Accomplishments:** Tell how often the SEPAG met; describe important activities, events, and accomplishments from the year. Include brief descriptions of subcommittees and their work.

**Prioritized, Needs and Recommendations:** Describe the needs identified by the SEPAG and selected as its priorities for the upcoming year. State your recommendations about possible plans and strategies to address these needs. Highlight any budget implications resulting from your recommendations.

**Other Needs:** Briefly state other needs identified by the SEPAG.

**Data to Support Needs:** Provide data and factual information to support the identification of needs. State the source(s) of your data. Some examples include the surveys, focus groups, interviews and/or public comment.

**Current SEPAG Members:** List the current members of the SEPAG by name and state who they represent. This will show the diversity of the committee.

Provide any additional supporting information in appendices to the report.