

# Special Populations: Frequently Asked Questions

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## **Is SPC responsible for identifying students in whole school or just those identified within CTE?**

*SPC responsible only for those identified students who are enrolled in CTE.*

## **What does CDP and CDP-Plus mean?**

*Career Development Plan and Career Development Plan Plus [plus modification for classroom and testing].*

## **Does the SPC have to keep student files in both the CDP and CDP-Plus?**

*SPC's only need to keep CDP+ files. SPC's have access to the CDP files, which are usually stored in the guidance office.*

## **What hard copies are needed in the files?**

*Hard copies in the SP student's file should include copies of notes taken during counseling, assessments and a current copy of the CDP+, unless you have it in another format that is "readily available". Plans on the computers, which are not regularly updated, backed up, and immediately retrievable upon anyone's request, are not readily available. In other words, if it would take longer to print the plan off the computer than it would to pull out the actual paper file, then it is not readily available. Likewise, if a computer specialist is required to access information, and not the SPC, it is not readily available. However, during a Special Populations site visitation, it would be necessary to have the most recent data printed to hard copy and in the file.*

**Once you identify student for needing special populations, what services do you need to provide?**

*Some students who are identified as Special Populations are succeeding in CTE classes and need no services.*

*The following services are to be determined and used as needed:*

*Assessment;*

*Career Counseling;*

*Testing Modifications;*

*Classroom Modifications;*

*Equipment Modifications; and*

*Curriculum Modifications.*

**Since early identification is important what can SPCs do to break the barriers to get all the information that SPCs need, including free and reduced lunch?**

*Cultivate relationships with administration, EC departments, Child Nutrition Personnel, etc. Through a Memorandum of Agreement between DPI and Child Nutrition Services each LEA has confidential access to the data. No matter what types of relationships are encouraged by DPI, it is the local relationship that helps most. However, if you breach this confidentiality you will find these relationships very hard to re-build.*

**What determines if LEA has separate CDC and SPC?**

*It is the decision of the LEA and the need for the separate positions. Funding for the position is also an issue as well.*

**On CDP-Plus what comments do I need to include?**

*On the electronic CDP+ there is a notes section at the bottom of the sheet for SPC notes. At a minimum there should be notes on that particular student regarding meetings, classroom assistance for that student, etc.)*

**How to get confidential information such as single parent, pregnant students, and does it have to be reported?**

*Information can be gathered in a number of ways: reviewing student file, counseling personnel or files, student self-disclosure, CTE teachers, and/or other staff.*

**For students in their senior year is it right for them to be scheduled for level I, and level II at the same time?**

*In most situations, no, this is not the correct procedure. Typically, student takes level I first semester and then take the level II in the second semester.*

**If CDP has been changed, should it show up on their schedule?**

*Counselors can change their graduation pathways in NC Wise so that would be the only way it would show up.*

**What is going to happen to AD students with new Perkins IV?**

*Students who are not succeeding in the CTE classes will still be supported. Most AD students succeed in CTE since this is a place where they can see the relevance of their class work.*

**Does CDP-Plus plans have to be signed?**

*At this time they do not have to be signed.*

**Do we have to keep ED on the VEIS report?**

*That is a state department requirement. North Carolina will continue collecting the Economically Disadvantage data because that category remains a part of Special Populations.*

**What type of documentation needs to go in students file when student is failing CTE class[es] to show what measures SPC have performed, also as it relates to audit requirements?**

*Keep documentation of things that have been done to help student to succeed. One of the things is remind teachers on monthly basis send an email telling what they have done to help these students. These emails should be kept in student's file, to refer to if when need. This also helps to remind teachers that they need to be taking steps to make sure that students are succeeding. The SPCs may also require that the CTE teachers submit copies of interim reports to identify failing students. Also, access the nine-week grades (through NCWISE) to identify students as well.*

**Do all students who have a CDP-Plus also have an IEP?**

*No, only those students who are taking CTE classes and are identified through the Exception Children's Program.*

**Are all OCS students to be coded with a 5<sup>th</sup> digit?**

*Yes, with the last digit ending in 0.*

**Are plans in place for evaluation based on CDC/SPC position?**

*No, the job descriptions remain separate at this time. A new CDC job description has just been developed. The current SPC job description can be located, among other places, in the Challenge Handbook.*

**What can I tell my teachers regarding a student with IEP or 504?**

*The IEP and the 504 plan are written according to the LAW, they do not have a choice on whether they follow it. Work with your EC department to make sure that the student's IEP is being followed and the student's needs are being met. If a teacher believes that changes need to be made in the student's IEP, then the IEP team must be re-convened to determine whether the changes are appropriate and included in the IEP.*

**What if ED information has been accidentally distributed?**

*Let teachers know that they should keep the information confidential. Let teachers know that you [the SPC] have the information and they can come to you if they are planning a project that has an associated cost. That way a student can be helped without taking a chance of breaching confidentiality. Furthermore, keep your records coded and do not leave information in public area.*

**Why all the new requirements with the distribution of the ED information?**

*Because federal laws have made the process more secure and there have been a number of breaches in confidentiality which both make the information more difficult to access.*

**What are the licensure requirements for SPCs?**

*See attached sheet.*

**This Special Populations FAQ was compiled with the assistance of  
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**This FAQ list is designed to keep growing.**

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