



Special Education Secretary



A Special Education Secretary from CESA 5 can support your school district's special education department through confidential record keeping and reporting.



This service includes:

- Create and process IEP team paperwork
- Maintain caseloads/Class lists
- Maintain student data
- Manage and maintain confidential records
- Maintain student files for DPI compliance
 - Active/Inactive students
 - Evaluation protocols
 - Ineligible/Did not qualify files
 - Medicaid permission forms

This service is primarily provided virtually through highly experienced staff located at the CESA 5 office.

Call Erikke Nystrom-Grothaus at (608) 745-5440 to learn more about Special Education Secretary services.

