

\*\*\*NOTICE\*\*\*

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**Bureau of Indian Education  
Division of Performance and Accountability**

Special Education: WebEx Online Training

**Topic:** OIG Audit Response Letter: Special Education Service Logs

**Presenters:** Gloria Yepa, Supervisory Education Specialist

**Date:** Thursday, November 19, 2009

**Time:** 2 WebEx sessions, the session is scheduled for 90 minutes each.

<b>Session 1: East Region</b>	<b>Session 2: Navajo &amp; West Region</b>
3:00 pm – 4:30 pm (EDT)	2:45 pm – 4:15 pm (MDT)
2:00 pm – 3:30 pm (CDT)	1:45 pm – 3:15 pm (PDT)

**Maximum Participants:** 100 participants per session

**Who should participate:** School Special Education Committee (*which composes of Education Line Officer, school principal, special education teacher, general education teacher, parent(s) of student with disabilities (non school staff), student with disabilities (optional), related services staff, and others as appropriate*).

**To join the WebEx training session:**

1. Call 888-283-4582 then enter code 2537494 and say your school name and the number of participants with you. As a courtesy to other participants:
  - a. Mute your telephone,
  - b. Do not use cell phone,
  - c. Un-mute your phone when asking a question.
2. Log on to <https://dcma100.webex.com> and locate your session. Then click “Join Now.”
3. Type your name / name of school (*example: John Doe / Cottonwood DS*), and Email address in the appropriate box.
4. Enter the session password: Sped1234
5. Follow the instructions that appear on your screen.

**To join the teleconference only:** Call 888-283-4582 and enter code 2537494 for the conference call.

**For assistance:** You can contact Laura N. Tsosie at (505) 235-4878, or Rachael Lujan at (505)563-5398.