

STATE AGENCY/PRIVATE SCHOOLS -- ON-SITE DOCUMENTATION

Facility Name	Date Completed		
	Yes	No	Comments
<u>STANDARD</u>			
** 1. The agency provides a minimum of a 6.5 hour school day. Monitors must obtain copies of class schedules and interview students.			
** 2. The agency has a list of the appointed, trained surrogate parents.			
** 3. The agency has a list of students who are assigned a surrogate parent.			
4. The agency maintains a current inventory of equipment purchased with federal funds. (DCS, MH/MR, and contract agencies only)			
** 5. The agency has documentation of in-service training provided or scheduled to be provided for staff.			
** 6. Documentation is present to verify that staff is appropriately licensed or have a current waiver or permit. Monitors must obtain copies of all license and waivers.			
7. Facilities and program are accessible to students with disabilities. (restrooms, water fountains, cafeterias, parking spaces, access signs to building)			
8. Student's Rights Brochures, including the 1997 addendum, are provided student, parent, surrogate parent, or guardian prior to any action taken by the agency to change the identification, eligibility or placement of the student.			
9. The agency has documentation as evidence that annual notice is provided parents regarding types of student records maintained by the agency, where they are kept and how parents may access the records for review purposes. ( See Sample Notice )			
** 10. The agency has completed the Self-Evaluation Instrument and returned it to the State Department of Education for review.			
11. Students are provided access to Computers, Library/Research comparable to that provided students in public schools.			
12. The agency utilizes the State Curriculum or one comparable to the State Curriculum.			
13. The agency is aware of its responsibility for child-find throughout the school year.			
14. The agency has a list of students in its custody who have not previously been identified as having a disability. ( A sampling of student records will be reviewed by the monitoring team.)			
** 15. The agency has a copy of School Approval Letter			
** 16. The agency has a daily class schedule for each teacher ( see daily schedule form attached)			

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Note: \*\* Denotes items to be copied by the agency for Monitoring Team