

**PUBLIC SCHOOLS OF NORTH CAROLINA**  
**State Board of Education**  
**Department of Public Instruction**  
**Exceptional Children Division**  
**301 North Wilmington Street**  
**Raleigh, North Carolina 27601-2825**

*Non-Public Schools' Exceptional Children Program On-Site Review Activities*

The On-site Review will occur upon request for initial approval and then at least once every five years, and can occur more often as deemed necessary. The evaluation team is composed of staff member(s) from the North Carolina Department of Public Instruction, Exceptional Children Division. The school director should be available throughout the on-site visit to clarify information and/or answer questions for the evaluation team. A room should be made available for the team to review materials and information after the entrance interview and building visit.

The sequence of on-site events is usually as follows:

- A. Conduct an entrance interview with the school's Director.
- B. Review the On-Site evaluation form and prepared materials:
  1. Information submitted with the Exceptional Children Program Annual Self-Assessment Form;
  2. Documentation of approval from the Division of Non-Public Education;
  3. List of all students referred and/or placed by the public schools and the LEA who placed them;
  4. Written list of persons having access to confidential records;
  5. Copies of teacher licensure;
  6. Copies of licensure for related service personnel; and
  7. Copies of IEP forms and curriculum materials.
- C. Visit selected classrooms for program observations.
- D. Review Exceptional Children Program records.
- E. Conduct an exit interview with the school's Director. This meeting is held with the Director to discuss findings and to inform him/her whether corrective action is needed. Program commendations and recommendations are made at this time.

Note: The school's Director may invite other school staff to the entrance and exit conferences as desired.