

Preparing for the Program Compliance Review On-Site Visit

The assigned Monitoring Consultant will contact the EC Director/Coordinator to schedule the monitoring visit. Then, prior to the visit, a letter from DPI will be mailed to the Superintendent/Charter School Administrator (:cc to EC Director/Coordinator) to formally announce the monitoring visit.

Two weeks prior to the visit, the EC Director/Coordinator will receive:

- the *Student Monitoring Sample* (a list of the selected students' names)
- the list of school sites to be visited.

On-Site Visit “To Do” List

- Reserve a room with ample workspace, internet access and privacy for the monitoring team. This area is needed for the duration of the visit for the file review. In addition, a room at each school will be needed for interviews.
- Schedule one EC staff member, familiar with student records and compliance, to be available to the monitoring team during the visit. This person does not need to stop their daily schedule.
- Collect the EC files for each student in the *Student Monitoring Sample* secure them in the reserved room for file review.

For *each selected school site*, gather the:

- overall school/bell schedule including start and end times;
- school map with special education classrooms highlighted;
- school calendar showing beginning and ending of each grading period;
- staff roster with all EC staff identified/highlighted;
- schedules for each student in the *Student Monitoring Sample* highlighting all EC service times and EC teachers/service providers;
- schedules for all related service providers; and
- related service delivery logs for each student in the *Student Monitoring Sample* organized by Student ID number (the previous two months before the scheduled PCR visit).

For each student listed in the *Student Monitoring Sample*, gather the following data for the last completed grading period:

- attendance;
- discipline log (to include individual days of OSS);
- report for the last State Mandated Assessment in which the student participated; and
- grade report.

*These data compile the *Student Profile*. The *Student Profile Tool* may be used to record the data.