



**Exceptional Children Division**  
*Private Psychiatric Residential Treatment Facilities*  
*Exceptional Children Program Approval: On-Site Activities*

The On-Site Review will occur upon request for initial approval and then at least once every three years. On-Site Reviews can also occur upon request or more often as deemed necessary. The evaluation team may consist of staff members from the North Carolina Department of Public Instruction, Exceptional Children Division, Local Education Agencies, the Division of Non-Public Schools and/or the Department of Health and Human Services.

The Educational Director should be available through-out 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:

1. Entrance interview with the Education Director\*
2. Review the On-Site Evaluation Form and requested documentation
  - a. Information submitted with the EC Program Annual Self-Assessment Form;
  - b. Documentation of approval/licensure from the Division of Non-Public Education and/or Department of Health and Human Services
  - c. Current list of all exceptional children enrolled;
  - d. Written list of persons having access to confidential educational records;
  - e. Copies of teacher licensure;
  - f. Copies of licensure for related services personnel; and
  - g. Documentation of individuals serving as parent when parental rights have been terminated.
3. Visit selected classrooms for program observations
4. Review Exceptional Children Program records.
5. Exit interview with the Education Director\*
  - a. Discuss commendations/recommendations
  - b. Discuss corrective action (if applicable)

*\*The Education Director may invite other school staff to the entrance and exit conferences.*