Hillsborough County
P U B L I C S C H O O L S
Preparing Students for Life

Charter School Annual Site Visit Rating Rubric

This rubric has been developed to aid reviewers in determining appropriate and consistent ratings of given criterion evaluated annually. Additionally, it will also enable schools to determine their own compliance with each criterion so that appropriate adjustments can be made continuously within their schoolhouse.

Directions for use:
- Utilize information gathered from the school, school's website or experience with the school.
- Review, observe and or discuss the information with appropriate parties.
- Utilize the rubric descriptors to determine if criteria are in full, partial or non-compliance.
- Select the rating area that best describes information obtained and record it on the site visit form.
- Include notes on the site visit form for any criterion **not** in full compliance detailing the concern.

RATING	Description
Full Compliance	Compliance to criteria is evident through continuous monitoring, review, observation and/or interview.
Partially Compliance	Compliance with **some** aspects of the criteria are evident through continuous monitoring, review, observation and/or interview, but **moderate** concerns are noted.
Non-Compliance	Compliance with the criteria is **not** evident through continuous monitoring, review, observation and/or interview and **severe** concerns are noted.
N/A	Criteria is unable to be evaluated due to **defined** reason.

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REQUIRED REPORTING	Full Compliance	Partial Compliance	Non-Compliance	N/A
Student information in the District's SIS is maintained such that new data, missing data, and data requiring updates are handled in a prompt and timely manner.	DP follows procedures in place according to timelines established.	DP follows procedures in place but has to be reminded to complete.	Continuous reminders and prompting are necessary in order to obtain updated student information.	
Staff responsible for data management attend the District trainings to ensure accuracy of data. *As recommended.*	DP attends all recommended trainings consistently.	DP occasionally attends recommended trainings.	DP does not attend recommended trainings in order to ensure reporting compliance.	
Students' grades are recorded in the District's SIS for middle and high school students in a timely manner following the end of each grading period.	DP follows procedures in place according to timelines established.	DP follows procedures in place but has to be reminded to complete.	Continuous reminders and prompting are necessary in order to obtain updated student information.	Elementary school. No grades recorded in SIS.
Staffing information is appropriately reported in the Lawson system by required due dates. ***Recommendation: Staff member responsible for Lawson system attends all Lawson trainings.***	Staffing information is consistently reported accurately in the Lawson system by required due dates.	1. Staffing information is accurate but late; 2. Staffing information is on time but inaccurate and requires frequent corrections and resubmissions.	Staffing information is consistently late **and/or** inaccurate and requires consistent reminders and resubmissions.	
Teacher/Leader evaluations are reported in the Lawson system and the administrator's digital signature is completed in **Charters.Link by September 30th**.	YES		NO	
Attendance (excused/unexcused absences and tardies) is reported/recorded in the District's SIS, as required.	Excused/unexcused absences and tardies are evident in the District's SIS.	1 or 2 of 3 of the following: excused absences, unexcused absences, or tardies are **not evident** in the District's SIS.	No absences or tardies are reported/recorded in the District's SIS, **or the school has been requested multiple times to do so.**	
Discipline is reported/recorded in EdConnect, as required. ***Review on website prior. Discuss on site.***	Discipline referrals are evident in EdConnect.		Discipline referrals are **not** being recorded in EdConnect.	

REQUIRED REPORTING *continued*	Full Compliance	Partial Compliance	Non-Compliance	N/A
All requested documents are submitted in Charters.Link. **Indicate current score.** *Additional review will occur throughout the school year.*	1. At the time of review*, the compliance score is between **90-100%**; 2. At the time of review, there are **no** overdue items.	1. At the time of review*, the compliance score is between **70-89%**; 2. At the time of review, there are **1-3** overdue items.	1. At the time of review*, the compliance score is between **0-69%**; 2. At the time of review, there are **4 or more** overdue items.	
The school's website is kept in compliance with the following information available to all stakeholders: i. School's academic performance and school grade ii. The names of the governing board members and representative iii. The programs at the school iv. Any management company, service providers or education management corporations associated v. The school's budget and annual independent fiscal audit vi. Quarterly minutes of governing board meetings vii. Fortify FL Submit Tip Advertising	The school's website contains all seven required compliance items: i. School's academic performance and school grade ii. The names of the governing board members and representative iii. The programs at the school iv. Any management company, service providers or education management corporations associated v. The school's budget and annual independent fiscal audit vi. Quarterly minutes of governing board meetings vii. Fortify FL Submit Tip Advertising		The school's website contains less than the seven required compliance items; the school's website is lacking one or more of the seven required compliance items.	

GOVERNING BOARD	Full Compliance	Partial Compliance	Non-Compliance
Governing Board meeting schedule is up-to-date and posted on the school website. ***Schedule changes must be reported to the CSO within 72 hours.*** *Recommendation: Maintain chronologically organized binder that includes board meeting agendas and minutes, dated and signed.*	The Governing Board meeting schedule on the school's website matches the documentation reported to the Charter Office and is **100% accurate**. *Recommendation: Maintain chronologically organized binder that includes board meeting agendas and minutes, dated and signed.*	The Governing Board meeting schedule has changed and all updates on the school's website and documentation sent to the Charter Office **are in process**.	The Governing board schedule on the school's website **does not** match documentation in the Charter Office, and no updates have been provided to the Charter Office.
Board Meeting agenda and minutes are posted in a timely manner on the school website and submitted to Charters.Link. ***Agenda changes must be reported to the CSO within 72 hours.*** *Recommendation: Maintain chronologically organized binder that includes board meeting agendas and minutes, dated and signed.*	1. Agenda and board minutes are submitted in a timely manner, monthly, via Charters.Link **90%-100% on time**. 2. Minutes are posted on the school's website every quarter. *Recommendation: Maintain chronologically organized binder that includes board meeting agendas and minutes, dated and signed.*	1. Agenda and board minutes are submitted in a timely manner, monthly, via Charters.Link **70%-89% on time.** 2. Minutes are posted on the school's website every quarter.	1. Agenda and board minutes are submitted monthly, via Charters.Link **0%-69% on time.** 2. Minutes **are not** updated on the school's website quarterly.
Newly appointed governing board members have been reported to the Charter Office and updated on the school's website; fingerprinting and training completed.	1. New board member(s) information (with fingerprinting completed) is submitted to the Charter Office within 72 hours. 2. Training is completed within 90 days. 3. The new board member(s) are updated on the school's website.	1. New board member(s) information (fingerprinting **scheduled, but not completed**) is submitted to the Charter Office within 72 hours. 2. Training is completed in 90 days. 3. The new board member(s) are updated on the school's website.	1. New board member(s) information is not provided to the Charter Office within 72 hours (fingerprinting **not completed or scheduled** and training **not completed** within 90 days). 2. The new board member(s) **are not** updated on the school's website.
Board Representative's name and contact information is posted on website and easily accessible.	1. The Board Representative's name and contact information is updated on the Governing Board List and submitted via Charters.Link **90%-100% on time.** 2. The Board Representative's name and contact information is easy to find on the school's website	1. The Board Representative's name and contact information is updated on the Governing Board List and submitted via Charters.Link **79%-89% on time**. 2. The Board Representative's name and contact information is on the school's website.	1. The Board Representative's name and contact information is incorrect **OR** updated on the Governing Board List and submitted via Charters.Link **0%-69% on time**. 2. The Board Representative's name and contact information are not on the school's website.

GOVERNING BOARD *continued*	Full Compliance	Partial Compliance	Non-Compliance
At least two public meetings are scheduled to be held in the district during the school year.	A minimum of two public meetings are scheduled to be held in the district during the school year.		Less than two public meetings are scheduled to be held in the district during the school year.
Board contact information provided to stakeholders **does not** direct parties back to the school.	All Board Members and Board Representative contact information that is submitted to the Charter Office on the Governing Board List via Charters.Link, and on the school's website gives contact information for each member, not the school.		Contact information for the Board Members that is submitted to the Charter Office on the Governing Board List via Charters.Link, **directs a person back to the school or has a contact number that does not reach board members.**

FINANCE	Full Compliance	Partial Compliance	Non-Compliance	N/A
Financials and budget are approved by the governing board. Minutes are available to show approval. *Review website*.	1. Financials and budget are reflected and approved in the minutes quarterly/monthly. 2. Financials, budget and minutes reflecting discussion and approval are available on website.	1. Website does not reflect both financials and budget. 2. Financials and budget on website are not reflected in the minutes.	Website does not contain financials or budget.	
Monthly/Quarterly financials are submitted on time, in the correct format, and show no deficit. **Indicate % on time.**	Financials are submitted: 1. In the correct format 2. Show no deficit	Financials are submitted: 1. Occasional corrections to format 2. Show deficit < $100,000	Financials are submitted: 1. Continuous requests to revise format 2. Show deficit >$100,000	
If Charter School had prior audit cycle findings, the Charter School is managing the response to the auditor findings.	School is **appropriately/fully** managing their response(s) to the auditor findings.	School is **somewhat/minimally** managing their response(s) to the auditor findings.	School is **not/poorly** managing their response(s) to the auditor findings.	No **findings** during the prior annual audit.
Inventory/property list is available and maintained on site. *Evident on Charters.Link and on site.*	List is visibly available and clearly organized both on-site, and on Charters.Link.	List is visibly available both on-site, and on Charters.Link, but appears disorganized.	Inventory list is unavailable.	
Financial Policies and Procedures Manual is on file that specifies the internal financial controls. *Evident on site.*	School **has** a Financial Policies and Procedures Manual on file that specifies the internal financial controls.		School **does not have** a Financial Policies and Procedures Manual on file that specifies the internal financial controls.	
School has a process for collecting and maintaining evidence of payments, receipts and logs for Teacher Lead Funds. Unused funds must be returned to the District. *(Actual or copies must be maintained for 4 years and it is the school's responsibility to ensure that only allowable items are purchased with Teacher Lead Funds.) Review on site.*	1. School has physical/digital evidence of payments, receipts **and** logs for Teacher Lead Funds. 2. Unused funds are returned to the District.		1. School does not have physical/digital evidence of payments, receipts **and** logs for Teacher Lead Funds. 2. Unused funds have not been returned to the District.	

FACILITIES & OPERATIONS	Full Compliance	Partial Compliance	Non-Compliance	N/A
There are no religious symbols, statues, artifacts, etc. on or about the property and facility where the school operates. *If school is located in a church facility, religious symbols must be covered while school is in session.*	YES		NO	
All 3 required health, fire & safety, and sanitation inspections are current and uploaded to *Charters.Link (CL)*.	1. Current health inspection/certificate is uploaded to CL. 2. Current fire& safety inspection is uploaded to CL. 3. Current sanitation inspection is uploaded to CL.	One of two inspections are expired.	2 or more inspections are expired.	
Emergency exits and evacuation maps are posted in classrooms, offices and hallways. *Evident on site.*	1. Emergency exits are visible throughout the school. 2. Evacuation maps are posted in classrooms, offices and hallways.	1. Emergency exits are posted over some exits and/or may not be visible. 2. Evacuation maps are posted in some areas of the school but not in other areas.	1. There are no emergency exits posted over exit ways. 2. There are no evacuation maps posted within the school.	
Evacuation, fire and safety drills are scheduled, conducted and documented in a timely manner and kept on file. *Evident in district portal.*	Drills are conducted and reported in a timely manner according to requirements.	Drills have been conducted according to requirements but some have not been reported.	Drills have not been conducted according to requirements.	
Food services facilities are clean, operational, and well maintained. *Evident on site.*	YES		NO	No food service provided per initial school design.
Food service plan is in place including provision of free/reduced priced lunches; healthy food options are available to students. *Verified with the school.*	1. Food service plan is clearly communicated to stakeholders. (i.e. website, handbook, flyers) 2. Free/reduced priced lunches are not visually different from paid lunches. 3. Daily food options always contain healthy choices.	1. Food service plan is clearly described by administration but **not** clearly communicated to stakeholders. 2. Daily food options **may not always** contain healthy choices.	1. Food service plan **is not clear nor** clearly communicated to stakeholders. 2. Free/reduced priced lunches **are visually different** from paid lunches. 3. Daily food options **do not** contain healthy choices.	No food service provided per initial school design.

FACILITIES & OPERATIONS *continued*	Full Compliance	Partial Compliance	Non-Compliance	N/A
Free and reduced lunch applications are current and on file. ***Reviewed on site.***	YES		NO	No food service provided per initial school design.
Required food service inspection is current and posted in food service area.	YES		NO	No food service provided.
Transportation plan is in place, select one: **(Use corresponding number for transportation questions that follow)** **1.** No busing offered. **2.** Transportation is contracted with a provider. **3**. School owns transportation vehicles.				
1. Evidence that transportation is not a barrier to equal access to the charter program. **Transportation plan is documented in handbook or parent contract.**	Transportation plan is noted in the handbook and/or parent contract, or through a signed parent acknowledgment of transportation responsibility.		Transportation plan is not noted in the handbook or parent contract, or there is no signed parent acknowledgement of transportation responsibility.	
2. A transportation agreement is on file if bus services are contracted. ***Contract must be available during on site review.***	YES		NO	No busing utilized or buses are owned by the school.
2 and 3. Buses contracted, leased &/or owned by the school, that are used to transport students, are inspected and maintained **every 30 days by a certified inspector.** *Inspection records reviewed on site.*	30-day maintenance records by a certified inspector are on file and available for review for the current school year.	Maintenance by a certified inspector has occurred per available records, but is not within the 30-day interval requirement.	The school has no record of 30-day maintenance by a certified inspector.	No busing utilized
2. and 3. Bus evacuation drills occur biannually. *If managed by bus company, school should maintain copies of drill completions on site. **Upload each drill to Charters.Link (CL) by September and February due dates.***	Evidence in CL demonstrates bus evacuation drills are performed within the first 6-weeks of every semester.	Evidence in CL demonstrates bus evacuation drill are performed every semester, but not within the first 6-weeks of every semester.	There is no evidence available that biannual drills occur once per semester.	No busing utilized.

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FACILITIES & OPERATIONS *continued*	Full Compliance	Partial Compliance	Non-Compliance	N/A
2. and 3. Evidence that **any** vehicle owned or leased by the school and used to transport students is an approved vehicle and properly insured. If it is a bus, evidence of driver certification is required. **All required evidence must be on file at the school and available for review.**	Required Evidence: 1. Owned or leased vehicle is an approved vehicle based on the current list provided by the Operations Division, Safety and Risk Management Approved Vehicle List. 2. Owned or leased vehicle is insured – Proof of Insurance 3. Bus drivers are certified – Proof of Commercial Driver's License		Missing any piece of the required evidence.	No busing utilized.
2. and 3. School has information on file regarding all students transported by bus or van that includes emergency contact information. *(As applicable)* **Review on site.**	School has a list of all students transported by bus or van that includes emergency contact information.		School does not have a list of all students transported by bus or van that includes emergency contact information.	No busing utilized.

RECORDS & COMMUNICATION	Full Compliance	Partial Compliance	Non-Compliance
Application process does not create a barrier or inequitable opportunity to access the school. ***Provide copy of application form. Review on site & website.***	Application is free of special population, discipline and academic promotion inquiry.		Application contains inquiry of special population status, discipline or academic promotion information.
Lottery process/policy and documentation are available on the school's website. ***Discuss & review on site.***	Lottery process/policy is written and publicly available on the school's website.	There is a written lottery process/policy, but it is not made available publicly on the school's website.	There is no lottery process/policy in place.
Enrollment/Registration procedures are clear and consistent and follow state statute; and include the Home Language Survey (HLS) and Date of Entry into the US School. (DEUSS). ***Provide copy of registration form. Review on site.***	1. Enrollment/registration procedures are developed and can be clearly articulated by personnel. 2. Enrollment/registration procedures are made available to parents. 3. Enrollment/registration form includes HLS and DEUSS.	1 of the 3 listed requirements are a concern or not evident.	2 or more of the 3 listed requirements are a concern or not evident.
Cumulative records are in a secure location, locked in a fireproof cabinet/room; are maintained in an orderly manner for each student and accessible to staff. ***Review on site.*** *Recommendation: Organize student records according to the Cumulative Folder Checklist (SB87100) to ensure accurate record keeping.*	1. Records are in secure location, locked in a fireproof cabinet/room 2. Records are maintained in an orderly manner for each student. 3. Records are accessible to staff.	1 or 2 of the 3 listed requirements are a concern or not evident.	1. Records are **not** in secure location, locked in a fireproof cabinet/room 2. Records are in disarray and do not appear to be orderly maintained. 3. Records are **not** accessible to staff.
Emergency contact information for **students and staff** is appropriately accessible. *(Ex. box, binder, portable file, cell phone.)* ***Evident on site.***	Emergency contact information for students and staff are accessible and mobile in the event of an emergency.	Emergency contact information is accessible within the building but is not mobile in the event of an emergency.	Emergency contact information is not accessible.

Personnel files are located in a secure location and appear to be properly maintained with all documentation listed below (i – xii):
  i. Copy of Employment Application
  ii. Copy of Employment Contract
  iii. Job description
  iv. Proof of Fingerprints on file
	1. Personnel files are located in a secure location. 2. Files appear properly maintained.		1. Personnel files are **not** located in a secure location. 2. Files are in disarray and do not appear to be properly maintained.

v. Copy of college transcripts vi. Copy of teaching certificate/license vii. Initial Processing Record for all teachers viii. Copy of I-9 & W-4 ix. Copy of ID x. Evaluations xi. Proof of ESOL Requirement/Compliance xii. Copy of Agreement to Earn (if applicable)			

RECORDS & COMMUNICATION *continued*	Full Compliance	Partial Compliance	Non-Compliance
Parent notification policy is in place to keep parents informed of student progress, programs, testing dates, attendance, the availability of academic assistance, the student code of conduct, teacher qualification, contacting the governing board and board meeting schedule/notices. *Review website and discuss on site.*	Written policies exist to document how parents are kept informed.	Administration can clearly describe ways parents are kept informed, but no written policy exists.	The school does not have mechanisms in place to communicate with parents.
Auditable attendance documents, including withdrawal forms for middle and high school students, are established and maintained in an organized manner. *Review on site.*	Orderly auditable attendance document files **include:** • Printed Daily Absentee Bulletin from District's SIS (SD4115A) **OR** Daily Attendance Report (SD 4110A) • EdConnect "Attendance Not Submitted" Report is BLANK (to verify all attendance has been submitted) • Signed attendance roster for classes with a substitute teacher • Log of calls from absentees • Log of sign-in/outs • Doctor notes • 10-day letters, as applicable • Withdrawal forms, MS & HS only.	Auditable attendance document files are missing **some** of the items listed in Full Compliance **and/or** files are not clearly maintained and organized.	Auditable attendance document files are **not created** or **several** of the items listed in Full Compliance are missing. Items available are not clearly maintained and organized.

STUDENT SUPPORT SERVICES SCHOOL NURSE	Full Compliance	Partial Compliance	Non-Compliance
Health services are managed appropriately. *Refer to the first 5 sections of the Charter Health Services Checklist.*	School has a Licensed Nurse **or** is 100% compliant with the guidelines in the first 5 sections of the Charter Health Services Checklist.	School is compliant with all but 1 or 2 of the guidelines in the first 5 sections of the Charter Health Services Checklist.	School is **noncompliant** with more than 2 of the guidelines in the first 5 sections of the Charter Health Services Checklist.
Cumulative health records are maintained for each student, including immunization certification and signed school health exam.	Random audit of student health records shows at least **95 %** of records are compliant with requirements.	Random audit of student health records shows **90% -94 %** of records	Random audit of student's health records **shows less than 90%** meet compliance requirements.
All immunizations records are current and entered into the District's SIS by October 1st.	SF0660B report shows **no more than 5** students are noncompliant with immunizations by October 1st.	SF0660B report shows **more than 5 but less than 15** students are compliant with immunizations by October 1st.	SF0660B report shows that school has **more than 15 students non**compliant with immunizations by October 1st.

STUDENT SUPPORT SERVICES SCHOOL SOCIAL WORKER	Full Compliance	Partial Compliance	Non-Compliance
The school has a written process in place for independently and comprehensively addressing excessive absences; process does not include District Social Worker. *Provide written process.*	The school has a written process in place for independently and comprehensively addressing excessive absences; process does not include District Social Worker.		1. School does not have a written process in place for independently and comprehensively addressing excessive absences, OR 2. Process includes District Social Worker.
Year End Data: Total Number of cases referred for Social Developmental History during the 21-22 School Year (34501 initial ESE & 34504 for new area of ESE eligibility):			

STUDENT SUPPORT SERVICES SCHOOL PSYCHOLOGIST	Full Compliance	Partial Compliance	Non-Compliance
School follows procedures for requesting student evaluation including scheduling of needed personnel for CST.	School follows **all** of the procedures for requesting student evaluation, including inviting **all** necessary team members. The school psychologist **is always** invited to the CST and at a date and time that is agreed upon in advance.	School follows **some** of the procedures for requesting student evaluation. School invites **some** of the needed personnel for the CST meeting. School **may or may not** invite school psychologist.	School **rarely, if ever,** refers students for a CST meeting to discuss evaluation needs. School attempts to hold CST **without involvement** of school psychologist.
Procedures for addressing Parent Request for Evaluation are followed.	School follows **all** procedures for addressing Parent Request for Evaluation, including **staying within** the mandated 30 day time frame.	School follows **some** of the procedures for addressing Parent Request for Evaluation but **may not** meet the 30 day required timeline from parent request to follow-up meeting.	School **does not** follow the recommended procedures for addressing Parent Request for Evaluation.
For students suspected of learning disabilities, review of MTSS/RtI documentation is scheduled prior to CST.	School only holds a CST after the MTSS/RtI has been **fully reviewed and any necessary revisions/additions have been made.**	School attempts to hold a CST after the MTSS/RtI data has been reviewed, **but with only some of the recommended revisions/additions addressed.**	School attempts to hold a CST **without prior review and approval** of the MTSS/RtI documentation by the school psychologist or other designated party.

Year End Data:

Total Number of cases referred during the 21-22 School Year (34501 initial ESE, 34504 for new area of ESE eligibility, & 34507 for 504):

How many referred cases were Parent Requests?

GIFTED SERVICES	Full Compliance	Partial Compliance	Non-Compliance	N/A
Evidence that the school follows the District's Special Programs and Procedures document related to CST. (Screening, correct cut-off scores, correct permission signed, etc.)	1. Use appropriate data to identify **all** high performing students. 2. Parent permission for screening. 3. Determine if student is Plan A or B. 4. Enter **all** data into the K Screen. 5. Notify the Psychologist of **all** of the students that scored a 115 or 130 on the KBIT (Plan B and Plan A). 6. Hold CST meetings for **all** students that passed the screening to obtain consent for testing.	1. Use appropriate data to identify **some** high performing students. 2. Parent permission for screening. 3. Determine Plan A or B for **some** students. 4. Enter **some** data into the K Screen. 5. Notify the Psychologist of **some** of the students that scored a 115 or 130 on the KBIT (Plan B and Plan A). 6. Hold CST meetings for **some** students that passed the screening to obtain consent for testing.	1. School **does not** use appropriate data to identify high performing students. 2. Parent permission for screening **is not** obtained. 3. Data is **not** entered into the K Screen. 4. Psychologist is **not** notified of students that scored 115 for Plan B and 130 for Plan A on the KBIT. 5. **Does not** hold CST meetings.	
Evidence that the school follows the District's Special Programs and Procedures document related to eligibility meetings to ensure meetings are held within a reasonable amount of time after all evaluations are completed.	1. Upon receipt of completed evaluation to hold eligibility meeting **within 30 days**. (If eligible, develop an EP and obtain permission for placement.)	1. Upon receipt of completed evaluation to hold eligibility meeting **within 31-45 days**. (If eligible, develop an EP and obtain permission for placement.)	1. Eligibility/ Ineligibility meeting **is not** held. 2. **No EP** developed.	
Evidence that the school follows the District's Special Programs and Procedures document to develop EP plans.	1. Plans developed within 30 days. 2. All information is housed in cumulative folder. 3. District SIS is updated.		1. Plans **are not** developed within 30 days. 2. Information **is not** housed in cumulative folder. 3. District SIS **is not** updated.	There are no gifted students at the school.
Educational Plans (EP) are current and compliant.	**All** EPs are current and compliant.	**Most** EPs are current and compliant.	**Some** EPs are current and compliant.	There are no gifted students at the school.

GIFTED SERVICES *continued*	Full Compliance	Partial Compliance	Non-Compliance	N/A
Gifted services match the EP. ___% of gifted students on consult ___% of gifted students receiving direct services	**All** gifted students' schedules reflect gifted services (logs, schedules, teacher notes, and lesson plans).	**All** gifted students' schedules reflect gifted services (logs, schedules, teacher notes, and lesson plans).	1. Appropriate personnel **is not** notified. 2. Students **are not** scheduled.	There are no gifted students at the school.
Gifted Teachers have completed identified EP trainings.	Gifted personnel have completed required district trainings.		Gifted personnel **have not** completed required district trainings.	There are no gifted students at the school.
Gifted Teacher has gifted endorsement.	Teacher's certification reflects gifted endorsement or a current/valid agreement to earn is on file.		Teacher's certification **does not** reflect gifted endorsement and there is not a current/valid agreement to earn on file.	There are no gifted students at the school.

ESE SERVICES	Full Compliance	Partial Compliance	Non-Compliance
Evidence that the school follows the District's Special Programs and Procedures pertaining to the completeness & timeliness of Prior Parent Notification (PPN).	1. Parents have signed and returned PPN indicating receipt of notice or parents have been provided two written documented attempts one via US mail. 2. PPN's are completed indicating 10 days notice, purpose of the meeting is correctly identified, appropriate team members are invited, and all attempts are documented on the Notification Record of the PPN.	1. Parents have signed and returned PPN indicating receipt of notice or parents have been provided two written documented attempts one via US mail- *required for partial compliance.* 2. PPN is completed indicating **less than** 10 days notice; <u>and/or</u> purpose of the meeting **is not** correctly identified; <u>and/or</u> appropriate team members **are not** invited; <u>and/or</u> all attempts **are not** documented on the Notification Record of the PPN.	1. Prior notification **was not** given to parents. 2. Prior Parent Notification **are not** sent by U.S. Mail after parent does not respond. 3. **No** attempts to contact parent are documented on the PPN.

ESE SERVICES *continued*	Full Compliance	Partial Compliance	Non-Compliance
Evidence that the school follows the District's Special Programs and Procedures related to providing Procedural Safeguards. Procedural Safeguards were provided and explanations were provided or offered (State requires annual review, evaluation, significant discipline and per parent request).	Parents are **always** provided with Procedural Safeguards prior to an annual review, evaluation, significant discipline and per parent request along with a documented explanation (per compliance guidelines).	**Some parents were provided** a copy of Procedural Safeguards along with a documented explanation.	Parents **were not** provided a copy of Procedural Safeguards.
Evidence that the school follows the District's Special Programs and Procedures related to eligibility meetings. Eligibility meetings are scheduled within best practice guidelines and all documents are properly drafted prior to holding the meeting.	1. **All** eligibility meetings are held in a timely manner (best practice within 30-days of receiving all completed evaluations. 2. **All** eligibility paperwork is prepared and drafted prior to meetings**.** 3. **All** required participants are at the meeting at the scheduled time.	1. **Some** eligibility meetings are held within 31-45 days of receiving all completed evaluations. 2. **Some** eligibility paperwork is prepared and drafted prior to meetings**.** 3. **Some** required participants are at the meeting at the scheduled time.	1. Eligibility meetings **are not** held in a timely manner. 2. Eligibility paperwork **is not** prepared and drafted prior to meetings**.** 3. **Majority** of the required participants **are not** at the meeting at the scheduled time.
Appropriate original documentation and forms are filed in the ESE folder housed in the cumulative record.	1. **All** of the ESE students are identified and **all** original documentation is housed in cumulative folders (PPN, Matrix, Progress Reports, and Reevals). 2. **All** Initial eligibility and consent for placement forms are in the cumulative record. 3. All IEP's include a current Matrix.	1. **Some** of the ESE students are identified and **some** original documentation is housed in cumulative folders. 2. **Some** Initial eligibility and consent for placement forms are in the cumulative record. 3. **Some** IEP's include a current Matrix.	1. **None** of the ESE students are identified and the original documentation **is not** housed in cumulative folders. 2. Initial eligibility and consent for placement forms **are not** in the cumulative record. 3. IEP's **do not** include a current Matrix.
All student information is updated in District's SIS. Reminder: J-screens must be revised & current (Eligibility, FBA, Matrix, Transition Consent, etc.)	1. **All** student information is updated in District's Student Information System. 2. **All** J Screens are completed and accurate.	1. **Some** student information is updated in District's Student Information System. 2. **Some** J Screens are completed and accurate.	1. **No** student information is updated in District's Student Information System. 2. **J Screens** are not completed and accurate.

ESE SERVICES *continued*	Full Compliance	Partial Compliance	Non-Compliance
IEPs are current and compliant.	1. **All** IEPs are updated. 2. **All** IEP's reflect matching services to support student needs. PLOP provides documentation to support PEN, which determines the goals and objectives, as well as accommodations and services.	1. **Some** IEPs are updated. 2. **Some** IEP's reflect matching services to support student needs. PLOP provides documentation to support PEN, which determines the goals and objectives, as well as accommodations and services.	1. **Majority of** IEPs are not updated. 2. **Majority of** IEP's **do not** reflect matching services to support student needs. PLOP provides documentation to support PEN, which determines the goals and objectives, as well as accommodations and services.
ESE Personnel have completed the two required, mandatory trainings: IEP training and Matrix training. *The monthly ESE meetings/trainings are highly recommended.*	ESE Personnel have completed the two required, mandatory trainings.		ESE Personnel **have not** completed the two required, mandatory trainings.
General education teachers are implementing and documenting the use of accommodations noted on the IEP.	**All** general education teachers have documentation to support implementation of IEP accommodations.	**Some** general education teachers have documentation to support implementation of IEP accommodations.	General education teachers **do not** have documentation to support implementation of IEP accommodations.
General education teachers are participants in IEP meetings (providing planning notes, advising on Present Level statements, providing input related to goals, services, and accommodations, etc.)	General education teachers are present during IEP meetings **or** Consent to Excuse forms are signed with Planning Notes provided to ESE teacher prior to the IEP meeting.	**Some** general education teachers are present during IEP meetings **or Some** Consent to Excuse forms **are not** signed with Planning Notes provided to ESE teacher prior to the IEP meeting.	General education teachers **are not** present during IEP meetings **and** Consent to Excuse forms **are not** signed with Planning Notes provided to ESE teacher prior to the IEP meeting.
Required three-year reevaluations are completed on or before the due date.	**All** three-year reevaluations are completed on or before the due date.	**Some** three-year reevaluations are completed on or before the due date.	**Majority** of three-year reevaluations **are not** completed on or before the due date.
ESE students are placed in the Least Restrictive Environment (LRE) according to their IEP's. *Service delivery models implemented at the school aligns with the level of service indicated in the application.*	**All** ESE students are receiving ESE services based upon placement in the LRE. Master schedule, logs, and minutes, reflect a continuum of services (Consult, Support Facilitation, ESE Pull Out, and Co-Teach).		ESE students **are not** receiving ESE services based upon placement in the LRE. Master schedule, logs, and minutes, **do not** reflect a continuum of services (Consult, Support Facilitation, ESE Pull Out, and Co-Teach).

ESE SERVICES *continued*	Full Compliance	Partial Compliance	Non-Compliance
ESE & related services are being delivered as outlined in the students' current IEP's. (SIS & documentation logs indicating dates, times & goals addressed, as well as progress monitoring data)	1. **All** ESE services/settings match the services listed in the IEP. 2. **All** ESE service logs are up to date. 3. **All** of the ESE support matches the goal.	1. The **majority** of ESE services/ settings match the services listed in the IEP. 2. **Some** service logs are up to date. 3. **Some** of the ESE support match the goal.	1. Students **are not** receiving the services stated in the IEP 2. Service logs **are not** up to date. 3. The ESE support **does not** match the goal.
ESE Documentation is distributed to relevant parties, filed in the cumulative folder and sent to central files.	**All** ESE Documentation is distributed to **all** relevant parties, filed in **all** the cumulative folder and **all** are sent to central files.	**Some** ESE Documentation is distributed to **some** relevant parties, filed in **some** of the cumulative folder and **some** are sent to central files.	ESE Documentation **is not** distributed to relevant parties, **is not** filed in the cumulative folder and **is not** sent to central files.
The Matrix is completed/updated after each IEP meeting by trained personnel.	1. **All** Matrix are completed after each meeting. 2. **All** Matrix are attached to most recent IEP. 3. Two signatures are on each matrix	1. **Some** Matrix are completed after each meeting. 2. **Some** Matrix are attached to most recent IEP. 3. Two signatures are on each matrix- **required for partial**	1. Matrix **are not** completed after each meeting. 2. Matrix **are not** attached to most recent IEP. 3. Matrix **are not** completed or signed
The process for students transferring from out-of-state and out-of-county is followed.	1. Upon receipt of **all** out of county or out of state IEPs, DRT is contacted ASAP and required transfer forms are completed. 2. **All** Transfer IEP meetings held in a timely manner (district rule is 15 days). 3. **All** J screens are created and accurate. 4. **All** Matrix are completed and attached to the Transfer IEP's.	1. Upon receipt of **some** out of county or out of state IEPs, DRT is contacted ASAP and required transfer forms are completed. 2. **Some** Transfer IEP meetings held in a timely manner (district rule is 15 days). 3. **Some** J screens are created and accurate. 4. **Some** Matrix are completed and attached to the Transfer IEP's.	1. Upon receipt of out of county or out of state IEPs, DRT **is not** contacted ASAP and required transfer forms **are not** completed. 2. Transfer IEP meetings **are not** held in a timely manner (district rule is 15 days). 3. J screens **are not** created. 4. Matrix **are not** completed and **are not** attached to the Transfer IEP's.

504 SERVICES	Full Compliance	Partial Compliance	Non-Compliance
Evidence that the school follows the District's 504 Procedures regarding evaluations, including the provision that 504 meetings are held within 30-days of receipt of request.	1. Upon receipt of parent request or documentation, meetings are held within **30 days**. 2. Consent for the evaluation is obtained.	1. Upon receipt of parent request or documentation, meetings are held within **31-45 days.** 2. Consent for the evaluation is obtained- **required for partial.**	1. Upon receipt of parent request or documentation, meetings **are not** held within **45 days.** 2. Consent for the evaluation **is not** obtained.
Evidence that initial eligibility meetings are held and the plan is developed (if applicable).	1. **All** meetings scheduled with parent and relevant parties. 2. **All** eligibility meetings are held. 3. **All** required participants are in attendance. 4. **All** required forms are completed.	1. **Some** meetings scheduled with parent and relevant parties. 2. **Some** eligibility meetings are held. 3. **Some** required participants are in attendance. 4. **Some** required forms are completed.	1. **Majority of** meetings **are not** scheduled with parent and relevant parties. 2. **Majority** eligibility meetings **are not** held. 3. **Majority of** required participants **are not** in attendance. 4. **Majority** required forms **are not** completed.
504 documents are filed in the cumulative folder.	**All** 504 documents are filed in the cumulative folder.	**Some** 504 documents are filed in the cumulative folder.	504 documents **are not** filed in the cumulative folder.
504 Personnel have completed required District 504 trainings.	**All** 504 Personnel have completed required District 504 trainings.		504 Personnel **have not** completed required District 504 trainings.
504 Plans are current and compliant.	**All** 504 plans are reviewed annually & up-to-date.	**Some** 504 plans are reviewed annually and are up-to-date.	The **majority** of the 504 plans **are not** reviewed annually and **are not** up-to-date.
General education teachers are implementing and documenting use of accommodations noted on the 504 Plan.	**All** general education teachers have documentation to support implementation of 504 accommodations.	**Some** general education teachers have documentation to support implementation of 504 accommodations.	General education teachers **do not** have documentation to support implementation of 504 accommodations.
Student information is updated in District's SIS. Q-screens are current.	1. **All** student information is updated in District's Student Information System. 2. **All** Q Screens are completed and accurate.	1. **Some** student information is updated in District's Student Information System. 2. **Some** Q Screens are completed and accurate.	1. **Majority of** student information is **not** updated in District's Student Information System. 2. **Q Screens are not** completed and accurate.

ELL SERVICES	Full Compliance	Partial Compliance	Non-Compliance	N/A
School has written enrollment procedures in place and followed which assures: a) The Home Language Survey (HLS) is completed; b) HLS Reviewed for accuracy and any "yes" responses. c) HLS provided to school's ESOL personnel for review—in a timely manner. d) DP codes all students new to SDHC with "yes" responses on the HLS as "LP" in the SIS.	1. School applies enrollment procedures and assures **all** steps are followed. 2. The HLS have written responses in **all** three questions. 3. **All** applicable HLS are provided to ELL personnel for review upon student enrollment. 4. DP codes **all** students new to SDHC with "yes" responses on the HLS as "LP" in the SIS.	1. School applies **some** enrollment procedures, and **some** steps are followed. 2. **Some** of the HLS have written responses in all three questions. 3. **Some** applicable HLS are provided to ELL personnel for review upon student enrollment. 4. DP codes **some** students new to SDHC with "yes" responses on the HLS as "LP" in the SIS.	1. School has **few** enrollment procedures, and **few** steps are followed or none. 2. **Few or no** HLS have written responses in all three questions. 3. **Few or no** applicable HLS are provided to ELL personnel for review upon student enrollment. 4. DP codes **few or no** students new to SDHC with "yes" responses on HLS as "LP" in the SIS.	
Potential ELL students are screened for entry into the ESOL program within 20 school days of enrollment in accordance with timelines written in Florida Rule *6A-6.0902 - Requirements for Identification, Eligibility, and Programmatic Assessments of English Language Learners.*	1. **All** potential students are screened for entry into the ELL Program within 20 days of enrollment. 2. **All** ELL test scores and applicable ELL data are entered in SIS in a timely manner. 3. **All** applicable ELL data is reviewed to ensure completion and accuracy in SIS.	1. **Some** potential students are screened for entry into the ELL Program within 20 days of enrollment. 2. **Some** ELL test scores and applicable ELL data are entered in SIS in a timely manner. 3. **Some** applicable ELL data is reviewed to ensure completion and accuracy in SIS.	1. **Few or no** potential students are screened for entry into the ELL Program within 20 days of enrollment. 2. **Few or no** ELL test scores and applicable ELL data are entered in SIS in a timely manner. 3. **Few or no** applicable ELL data is reviewed to ensure completion and accuracy in SIS**.**	
All ELL Student Plans have been updated by October 1st of each school year, then printed, and signed by Date Certain for **ALL** LY students, as well as newly designated LF students.	1. **All** Student Plans are correct and have been printed. 2. **All** Student Plans with errors have been corrected and reprinted. 3. **All** Student Plans are signed and/or dated by the deadline. 4. **All** original Student Plans are filed in the ELL records folder.	1. **Some** Student Plans are correct and have been printed. 2. **Some** Student Plans with errors have been corrected and reprinted. 3. **Some** Student Plans are signed and/or dated by the deadline. 4. **Some** original Student Plans are filed in the ELL records folder.	1. **Few** Student Plans are correct and have been printed. 2. **Few** Student Plans with errors have been corrected and reprinted. 3. **Few** Student Plans are signed and/or dated by the deadline. 4. **Few** original Student Plans are filed in the ELL records folder.	There are no ELLs at the school.

ELL SERVICES *continued*	Full Compliance	Partial Compliance	Non-Compliance	N/A
ELL students with a Date Entered US School (DEUSS) of three or more years have had a meeting with the ELL Committee, with the parent invited, and the meeting was finalized in the Ellevation platform. This must be completed within the required period to determine whether student exits or remains in program. The following criteria must be discussed and included in written committee meeting notes: 1. Test scores from State Mandated Assessments (FSA) and test scores from a Language Proficiency Assessment (ACCESS or MODEL) and... 2. At least **two** of the following: a) Extent and nature of prior educational or academic experience, social experience, and a student interview; b) Written recommendation and observation by current and previous instructional and supportive services staff; c) Level of mastery of basic competencies or skills in English and heritage language according to local, state or national criterion-referenced standards; d) Grades from the current or previous years; e) Test results other than subparagraph (2)(a)1. or 2. of this rule.	1. **All** students requiring extension of instruction were identified in a timely manner and all meetings were scheduled accordingly. 2. For **all** ELL committee meetings, invitations are created, then saved to student profile and sent to parent in a timely manner. 3. **All** necessary ELL committee meetings held and notes included all criteria, then saved in Ellevation. 4. Utilizing the Student Meeting Report, **all** parents are notified as to the outcome of the meeting, in a timely manner.	1. **Some** students requiring extension of instruction were identified in a timely manner and meetings were scheduled accordingly. 2. **Some** ELL committee meeting invitations are created, saved to student profile and sent to parent in a timely manner. 3. **Some** necessary ELL committee meetings held and notes included all criteria, then saved in Ellevation. 4. Utilizing the Student Meeting Report, **some** parents are notified as to the outcome of the meeting, in a timely manner.	1. **Few** students requiring extension of instruction were identified in a timely manner and meetings were scheduled accordingly. 2. **Few** ELL committee meeting invitations are created, saved to student profile and sent to parent in a timely manner. 3. **Few** necessary ELL committee meetings held and included only some or all criteria and saved in Ellevation. 4. Utilizing the Student Meeting Report, **few** parents are notified as to the outcome of the meeting, in a timely manner.	There are no ELLs at the school.
All Student Meeting Report documents are printed and signed on the day of the committee meeting.	**All** current student meeting reports are signed, printed and filed in ELL Records folder.	**Some** current meeting reports are signed, printed and filed in ELL Records folder.	**Few** current meeting reports are signed, printed and filed in ELL Records folder.	There are no ELLs at the school.

ELL SERVICES *continued*	Full Compliance	Partial Compliance	Non-Compliance	N/A
All required original documents are housed in the ELL Records folder with copies of all documents kept in a resource (backup) file.	1. **All** LY students and current LF students' ELL Records folders are audit ready. 2. **All** backup folders are created and filed in correct order available for review.	1. **Some** LY students and current LF students' ELL Records folders are audit ready. 2. **Some** backup folders are created and filed in correct order available for review.	1. **Few** LY students and current LF students' ELL Records folders are audit ready or none at all. 2. **Few** backup folders are created and filed in correct order available for review or none at all.	There are no ELLs at the school.
All student ELL information has been correctly entered and updated in the District's SIS by Date Certain for FTE Surveys 2 & 3.	**All** ELL data, dates and codes are accurately entered as evidenced in Report SD6059A and ELL Report SF3010A.	**Some** ELL data, dates and codes are accurately entered as evidenced in Report SD6059A and ELL Report SF3010A.	**Few** ELL data, dates and codes are accurately entered as evidenced in Report SD6059A and ELL Report SF3010A.	There are no ELLs at the school.
School has held two (2) parent involvement opportunities specifically for parents of ELL students; 1 meeting required per semester.	School has held **both** meetings and has the corresponding paperwork as evidence.	School has held **one** meeting and has the corresponding paperwork as evidence.	School is unaware of requirement and has not held any meetings for ELL parents.	There are no ELLs at the school.
ELL Strategy Checklist is provided to teachers of ELL students and available with lesson plans for review.	ESOL personnel has distributed form to teachers, and **all have** returned their forms completed.	ESOL personnel has distributed form to teachers, and **some have** returned their forms completed.	ESOL personnel has distributed form to teachers, and a **few** have returned their forms completed.	There are no ELLs at the school.
Monitoring of LF students is completed at the appropriate time, per the schedule provided in Programmatic Handbook, and based on student's exit date. Dates are visible in the Ellevation platform with data correctly entered into the District's SIS.	1. **All** LF monitoring is completed accurately during the monitoring window (see yearly monitoring table). 2. **All** meetings are held and recorded in Ellevation. 3. **All** monitoring dates are entered in SIS in a timely manner.	1. **Some** LF monitoring is completed accurately during the monitoring window (see yearly monitoring table)**.** 2. **Some** meetings are held and recorded in Ellevation. 3. **Some** monitoring dates are entered in SIS in a timely manner.	1. **Few** LF monitoring is completed accurately during the monitoring window (see yearly monitoring table) or not completed at all. 2. **Few** meetings are held and recorded in Ellevation or not completed at all. 3. **Few** monitoring dates are entered in SIS in a timely manner or not completed at all.	There are no ELLs at the school.

Hillsborough County
PUBLIC SCHOOLS
Preparing Students for Life

ELL SERVICES *continued*	Full Compliance	Partial Compliance	Non-Compliance	N/A
The ELL Committee meets to discuss ELL student retentions as evidenced in the Ellevation platform.	1. **All** retention meetings are held that include ELL personnel and administration. Parent invitation is evident. 2. **All** retention meetings are documented in Ellevation along with notes/outcome. 3. **All** student meeting reports are printed and kept in the student's ELL Records folder. 4. **All** copies of the student meeting report is sent home to the parent.	1. **Some** retention meetings are held that include ELL personnel and administration. Parent invitation is evident. 2. **Some** Retention meetings are documented in Ellevation along with notes/outcome. 3. **Some** Student meeting reports are printed and kept in the student's ELL Records folder. 4. **Some copies** of the student meeting report are sent home to the parent.	1. **Few** retention meetings are held that include ELL personnel and administration. Parent invitation is evident or none at all. 2. **Few** Retention meetings are documented in Ellevation along with notes/outcome or not completed at all. 3. **Few** Student meeting reports are printed and kept in the student's ELL Records folder or not completed at all. 4. **Few** copies of the student meeting report are sent home to the parent or not completed at all.	There are no ELLs at the school.
School leader is aware of District's ELL compliance timeline and provides follow-up with school's ELL personnel to ensure all compliance items are completed on time.	The school leader is **always** aware of ELL personnel's timeline and deadlines to ensure compliance and is in constant communication with ELL charter office contact.	The school leader is **sometimes** aware of ELL personnel's timeline and deadlines to ensure compliance and is in constant communication with ELL charter office contact.	The school leader is **seldom** aware of ELL personnel's timeline and deadlines to ensure compliance and is in constant communication with ELL charter office contact.	There are no ELLs at the school.
Assigned ELL school personnel attends the ELL trainings provided by the charter office to ensure accuracy and compliance. *As recommended.*	School ELL personnel attends **All** recommended ELL district trainings during the school year.	School ELL personnel attends **some** of the recommended district trainings during the school year or follows up with charter office to get updates.	School ELL personnel attends **few** of the recommended district trainings during the school year or **seldom** follows up with charter office to get updates.	There are no ELLs at the school.

CURRICULUM & TEACHING	Full Compliance	Partial Compliance	Non-Compliance
Schoolwide assessment plan is implemented and includes ongoing progress monitoring; *and a norm-referenced assessment for grades 1 and 2. (As applicable)* **Discuss & review on site.** Check off assessments & note grade levels; designate NRT for grades 1 & 2 with *****: __i-Ready: __NWEA-MAP: __Istation: __USA Test Prep: __IXL: __Performance Matters: __EasyCBM: __FAIR-FS: __ACT: __SAT: __PERT: __Industry Certification: __Others (list):	There is a written assessment plan available for review which includes: 1. Testing calendar(s) 2. Benchmarking tool/Universal Screener 3. Progress monitoring tool/plan 4. Other identified assessment tools *5. NRT tool for grades 1 and 2.*	There is a written assessment plan available but it is missing 1 of the 4-5 key assessment pieces.	• There is no written assessment plan established. • Administration can describe the plan, but it is missing key assessment pieces.
A Problem Solving Leadership Team (PSLT) is conducting data analysis, analyzing progress monitoring reports and providing meeting discussion notes. ***Review & Discuss data and meeting notes on site.***	1. Data used to monitor learning and guide instruction are available for review. 2. Admin. is able to knowledgably discuss data use within the school. 3. PSLT meeting notes that include data analysis discussion are available for review.	1. **Some** data is available for review. 2. Admin. has **some** understanding of student data and use within the school. 3. PSLT meeting notes do not include data analysis discussion.	1. There is **no data available** for review. 2. Admin. has **limited or no understanding** of student data and use within the school. 3. PSLT meeting notes are not available. 4. School PSLT does not meet.
Multi-tiered Systems of Support are in place to support students with interventions in academics, attendance, and behavior. ***Discuss & review on site.***	1. Documentation of tiered support is available for review in: a.) academics b.) attendance c.) behavior 2. Admin. or designee is able to discuss processes/system in place.	1. Documentation of tiered support is available in **some** of the 3 areas for review. 2. Admin. or designee is able to discuss processes/system in place.	1. No documentation of tiered support is available for review. 2. Admin. or designee is **minimally** able to discuss process/system in place.

CURRICULUM & TEACHING *continued*	Full Compliance	Partial Compliance	Non-Compliance
The school utilizes relevant data, including FSA ELA & Math results and universal screening data, to identify students in need of Tier II supplemental and Tier III intensive interventions. **Discuss and review data that includes the delineation of Tier 2 and Tier 3 supported students.**	The school has a data wall **for each grade level** that includes relevant data, including FSA ELA & Math and universal screening data, to identify students in need of Tier II and Tier III intervention supports.	The school has a data wall **for some grade levels** that includes relevant data, including FSA ELA & Math and universal screening data, to identify students in need of Tier II and Tier III intervention supports.	The school has a data wall for each grade level, but students in need of intervention supports have not been identified OR school does not have data walls.
Evidence of scheduled Tier II and Tier III intervention supports occur on a consistent basis. *Review schedules on site.*	Schedules provided clearly delineate the time, location and personnel for consistently delivering all Tier II and Tier III intervention supports for **all** grade levels.	Schedules provided only partially delineate the time, location and personnel for delivering all Tier II and Tier II intervention supports for all grade levels **OR** clear schedules are provided for only **some** grade levels.	No schedule provided **OR** Schedules provided do not delineate intervention supports.
The school has a designated state certified test coordinator who attends required District meetings. **Provide the name of the staff member:**	1. Name of person provided as the school's state certified test coordinator is verified with the District's Assessment Office. 2. Test coordinator attends all required District Meetings.		1. School does not have designated a state certified test coordinator; **OR** 2. Test coordinator does not attend all required District Meetings.
Evidence that staff receives training in test administration (sign-ins/agendas, maintained record of security agreements). *Review on site.*	1. School is able to provide records of signed security agreements (From previous or current year); **AND** 2. School is able to provide evidence of staff training in test administration (Sign-ins, agendas, PowerPoints/Training Materials).	1. School has signed security agreements on file; **OR** 2. School is able to provide evidence of staff training in test administration (Sign-ins, agendas, PowerPoints/Training Materials).	1. School does **not** have signed security agreements on file; **AND** 2. School is **not** able to provide evidence of staff training in test administration (Sign-ins, agendas, PowerPoints/Training Materials).

School Provides the Following Teacher Data: (Reviewed with Certification)

Total Number of Classroom Teaching Positions at the School:

Number of certified teachers in the content area they teach or hold valid Agreement to Earn:

Number of substitute teachers with assigned class rosters: