**Attachment A**

**INFORMATION TO BE UPLOADED TO SHAREPOINT**

**FOUR WEEKS PRIOR TO THE ON-SITE VISIT**

In order to facilitate the on-site evaluation, please ensure the following information listed below is uploaded to SharePoint at least four weeks prior to the on-site visit. Provision of this information prior to the district’s scheduled visit will allow for a pre-site review of documentation by the OSE team. Your cooperation and assistance in providing the requested information will enable the monitoring team to complete the visit in a timely manner.

1. **Records and Documentation for Programming**

Board-approved district policies that address:

\_\_\_Child Find

\_\_\_Provision of a Free Appropriate Public Education (FAPE)

\_\_\_Least Restrictive Environment (LRE)

\_\_\_Discipline

\_\_\_Documentation verifying approval of these policies by the local school

board

\_\_\_District procedures for implementing the above policies (Child Find, FAPE

including IEP), LRE, and Discipline)

\_\_\_District procedures for placement at the alternative school and for

transition back to the student’s home school

\_\_\_District procedures for Teacher Support Teams (Tier 3)

\_\_\_Tier 3 Documentation Form

\_\_\_Student Handbooks

\_\_\_LRE Documentation

\_\_\_District LRE Implementation Form

\_\_\_Starting time and dismissal time for each school

\_\_\_Speech-Language Documentation Form

1. **Fiscal Documentations**

\_\_\_Fixed asset listing of equipment by location

\_\_\_Inventory listing of all special education equipment by location

\_\_\_History transaction listing by fund code for SY 15-16

\_\_\_Employee payroll listing for SY 15-16 with funding source

\_\_\_IDEA funded contracts for SY 15-16

\_\_\_Expenditure Report by major object code from July 1, 2015 to present

\_\_\_Purchase order listing for the period from July 1, 2015 to present and

\_\_\_Semi-annual certification forms and timesheets for the period from July 1, 2015

to present

OSE, 2016

Attachment-A

**Attachment B**

**INFORMATION TO UPLOAD IN SHAREPOINT FOUR WEEKS PRIOR TO THE SCHEDULED ON-SITE VISIT**

1. **Records and Documentation for Programming**

\_\_\_List of students in the alternative school

\_\_\_List of students in private placement

\_\_\_List of students in residential placement and the transition procedures for their

return to the local school

\_\_\_List of any students or classes not receiving physical education with their non-

disabled peers

\_\_\_List of any students or classes not attending lunch/breakfast in the cafeteria with

their non-disabled peers

\_\_\_List of students on a shortened school day

\_\_\_Current student MSIS roster by school and teacher showing date of birth,

eligibility category, placement category and related services

\_\_\_Case roster and schedules for all other service providers and

\_\_\_Findings of district self-review

\_\_\_Suspension and Expulsion Records (in-school and out-of-school) for the

current year as well as any suspensions/expulsions up to the date the

documentation is submitted to the OSE

\_\_\_List of students with disabilities who have Functional Behavioral Assessments

(FBAs) and Behavior Intervention Plans (BIPs)

\_\_\_Documentation of Child Find Activities (out-of-school and in-school)

1. **Fiscal Documentation**

\_\_\_Coordinated Early Intervening Services student listing

\_\_\_Service Plans

\_\_\_Extended School Year Expenditure documentation

\_\_\_Policies and Procedures

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Attachment-B