

Site Visit Checklist

Reviewer:	Date of Site Visit:					
Program:	Students					
Director:						
STUDENT FILE Review	1	2	3	4	5	6
Intake Form						
Release signature (on Intake form)						
TABE Locator						
TABE Pretest						
TABE Posttest						
Computer Prescriptive results/student profile						
ESL: BEST test answer sheet or computer printout for BEST Plus						
Documentation of student progress if post-tested early						
Student Learning Plan						
Student Goal Sheet						
Release of Information forms/type						
Attendance Record matches LACES						
Attendance Record Type						
16-17 yr old Public school waiver/home school letter/or court order letter						
Age waiver for GED testing if 16-17 yr old						
List of students that post-tested early/document						
Disclosed disability - documentation						
Progress Notes						
Assignments & student work file –samples						
3 inventory items	1	2	3			
Locate the following:						
1. Program Policy & Procedure Manual						
2. LACES transcripts and manual						
3. Local Professional Development Plan						
4. Goals for Continuous Program Improvement						
Completed Timesheet						
Student files under lock						
Assessments kept secure						
Budget/revisions/reimbursements						
Reports submitted in timely manner						
(Quarterly, DQ Checklist, Annual, Data Dives, FSR, Self Assessment)						
Student referral to/from Voc Rehab/ Workforce/ Other agency _____						
Staff meeting agendas / Prof. Development						
Intensity and Duration of classes & open lab hrs						

Check mark = item was present; X = item was not present; N/A = item was not applicable to student

NRS Tables 1-7 Observations:

Diagnostic Checklist results:

Goal Setting and Follow-up Review:

Technical Assistance Given:

Evidence/Research-based Instruction

Community Partnering/ MOUs

Progress toward Policy and Procedure Manual:

Fiduciary

1. Does payroll match the grant?
2. Are two signatures required for expenditures?
3. Random verification/documentation of monthly expenditures for allowable and budgeted.
4. Collect a copy of the A-133 Audit to bring to the WCCC office.
5. Additional Questions or Technical Assistance

STUDENT FILE Review Name:	Program: ABE	ESL	Literacy
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