



Curriculum Department  
**On-Site Charter School Monitoring Review Instrument**  
**Exceptional Student Education**

School Year: \_\_\_\_\_

Charter School Name: \_\_\_\_\_

ACPS Representative: \_\_\_\_\_

Charter School Administrator: \_\_\_\_\_

Date of Monitoring Visit: \_\_\_\_\_

Please indicate each item listed as:

- S Satisfactory** – All required documentation is complete, available and up-to-date
- N Needs Improvement** – Required documentation is incomplete or otherwise inadequate
- D Deficient** – Required documentation is not available, complete or up-to-date

*Department Contact (s): Donna Kidwell*  
*Contact information: 352.955.7671, ext 240*

<b>Required Documentation on File at School</b>	<b>S</b>	<b>N</b>	<b>D</b>
Charter School maintains exceptional student records in accordance with the district's ESE electronic data bases and cumulative folder record management system			
Charter School uses the current district ESE forms and the state's online application for student IEPs			
Charter School follows district procedures and federal requirements for timely identification and placement of exceptional education students			
Charter School maintains IEPs that are current and in compliance with DOE standards			
Charter School ensures that parents are provided progress reports as indicated on IEPs			
Charter School employs or contracts with personnel who are trained in IEP development			
Charter School ensures that matrix ratings are completed by trained personnel and match the needs and services indicated on IEPs			
Charter School provides the special education, accommodations, and related services as indicated on IEPs			
Charter School ensures that three-year re-evaluations are completed on or before the due dates			

\_\_\_\_\_  
*Charter School Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*ACPS Representative Signature*

\_\_\_\_\_  
*Date*

**Please forward a copy of completed monitoring tool to the ACPS Curriculum office  
attention Jenny Bunn and maintain copy at school**