



Curriculum Department
On-Site Charter School Monitoring Review Instrument
Exceptional Student Education
2017/18

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

Required Documentation on File at School	S	N	D
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**