



Curriculum Department
On-Site Charter School Monitoring Review Instrument
Student Services
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

| | | | |
|---|----------|----------|----------|
| <i>Department Contact (s): Donna Kidwell and/or Jennifer Taylor</i> | | | |
| <i>Contact information: 352-955-7671, ext. 1610</i> | | | |
| Required Documentation on File at School | S | N | D |
| School manages health, clinic and medication as required. | | | |
| School has records of discipline referrals. | | | |
| The school has a code of student conduct in use. | | | |
| Charter governing board has approved the student handbooks, discipline guides, parent handbooks, staff handbooks, dress codes, etc. (Copies on file). | | | |
| School appropriately manages student records. | | | |
| Student Cumulative records (including health records): <ul style="list-style-type: none"> • are locked and stored appropriately. • there is an access log in students' files. | | | |
| The school promptly responds to requests for student records and maintains a working relationship with the district Student Services Office. | | | |
| A copy of the semi-annual County Health Inspection is on file and submitted to the district. (This item is also on the facilities check list) | | | |

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**