



Curriculum Department  
**On-Site Charter School Monitoring Review Instrument**  
**Testing, Research and Evaluation**  
**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): Jeff Charbonnet/Terri Bain</i>			
<i>Contact information: 352-955-7575</i>			
<b>Required Documentation on File at School</b>	<b>S</b>	<b>N</b>	<b>D</b>
Attendance records are on file to verify students in attendance during the October and February Department of Education FTE Count weeks.			
Signed original documentation for Department of Education FTE is submitted to the Information Resources office and a copy is maintained at the school.			
The school has available the equipment and trained personnel sufficient to fulfill data management requirements.			
Daily automated student systems are maintained in such a way that new data, missing data, and data requiring updates are handled in a prompt and timely manner.			

\_\_\_\_\_  
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**