

## ILLINOIS STATE BOARD OF EDUCATION

Title Grant Administration Division

100 North First Street, N-242

Springfield, Illinois 62777-0001

### RECORDS CHECKLIST FOR COMPLIANCE VISITS

Note—

- Section labels refer to locations within the *Nonpublic School Evaluation Instrument*.
- The items mentioned below are things the school should make available to the visit team.
  - It is not necessary to make copies for the team—they will look at the items onsite and then return them to the school staff.
  - Not every school will need to have every item listed since not everything in the *Nonpublic School Evaluation Instrument* applies to every school.
  - Some items listed are examples—a school might not have a parent-student handbook, for example, but might have a student handbook; schools should not create items just to match a label on this list.

#### Section I—Administrative Requirements

- Board policy manuals, faculty-staff handbooks, parent-student handbooks, etc.
- School calendar
- Student and personnel files (it is not necessary to bring these to the team; the team will go to the files)

#### Section II—The Educational Program

- Curriculum guides, teacher lesson plans, course descriptions, etc.

#### Section III—Personnel

- Personnel files (it is not necessary to bring these to the team; the team will go to the files)
- Board policy manuals, faculty-staff handbooks, parent-student handbooks, etc.
- External agreements regarding student social services

#### Section IV—Health and Safety

- Report from local entity (usually the fire department) regarding fire and safety check
- Asbestos report
- Food service records
- Safety drill records
- Art supplies (team will go to closets and/or classrooms to inspect these)
- Eye protection (team will go to classrooms and labs to inspect these)