

SCHOOL CHECK LIST

School: _____ **Year** _____

- _____ **1. If you know a child.....** (Newsletter, Handbook, or online)
- _____ **2. Annual Notification to Parents** regarding Confidentiality of Student Education Records and School Directory (Newsletter).
- _____ **3. 504 Annual Notification** (Newsletter).
- _____ **4. Confidentiality Training** – Staff meeting agenda & signatures.
- _____ **5. Sp.Ed. Policy and Procedures Check** list w/signatures.
- _____ **6. Child Find** (Newsletter – Staff meeting agenda & signatures).
- _____ **7. Notice to parents of policies and procedures** posted in front office
- _____ **8. Poster on Child Growth 0 to 5** from AzEIP, posted in front office.
- _____ **9. In-service Special Education** Referral Process.
- _____ **10. Restraint/Seclusion** Training list from your school (CPI)
 - Who has had all day training
 - Star those that have also had 2nd year ½ day training
- _____ **11. LEA Representative List & Training**