



# Office of Magnet, Choice and Charter Schools

## Charter School Quarterly Site Visit

**Conducted by:**

**School:**

**Date of Visit:**

**Contact:**

**Update on new information:**

- *Use this area to discuss up coming meetings or other information*
- *Additional information*

**Monitoring Review:**

- **Financial Reporting:**
  - *Add in any financial information pertaining to submission of financial statements and/or reports.*
  - *Additional information may come from Finance Department.*
- **Certification or NCLB Issues:**
  - *Before visit, contact Certification Department to request any information that should be passed on to the schools and place here.*
- **Capacity Review:**
  - *Review the Certificate of Occupancy and the maximum occupant load.*
- **ESE Staffing for IEP's and Re-evaluations (Per Genesis Report):**
  - *List any overdue IEP's*
  - *List any overdue Re-evaluations*
- **Health, Safety, and Welfare:**
  - *Note health inspection dated.*
  - *Note fire inspection dated.*
  - *Note Insurance policies dated.*

**Upcoming Reports due:**

- *List any upcoming reports from the master reporting list for the year.*

**Follow-ups:**

- *Use this area to clear up any unresolved issues from the previous visits.*

**Concerns received by Office of Magnet, Choice, and Charter Schools:**

- *List any concerns or complaints received between visits.*

**Questions from the Charter Director:**

- *List questions asked by School during the visit, and report back to find answers.*

**Any pertinent issues being brought before the School's Governing Board since last visit:**

- *Note if there are new issues being brought before the School's Governing Board since the last visit.*