

COMPLIANCE REVIEW CHECKLIST

Documentation			
<input type="checkbox"/>	Handbooks:	Student	Staff
	<input type="checkbox"/> Statements of Policy:		
	<input type="checkbox"/> Equal Opportunity:	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Non-Discrimination:	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Accessibility:	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Programs:	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Facilities:	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Adult Education Program Organizational Chart/Staff Assignments		
<input type="checkbox"/>	Participants Files		
	<input type="checkbox"/> Attendance <input type="checkbox"/> ALP <input type="checkbox"/> Assessments – Pre, Progress, Post- test <input type="checkbox"/> High School Credits and Transcripts <input type="checkbox"/> Evidence of On-going Evaluation <input type="checkbox"/> Placement in a course, level, program <input type="checkbox"/> Follow-up Surveys		
<input type="checkbox"/>	Tracking system for hours of instruction/attendance		
<input type="checkbox"/>	Documentation to support FTE calculations & 10% performance		
<input type="checkbox"/>	Written Course Curriculum (Updated regularly)		
<input type="checkbox"/>	Teacher Certifications		
<input type="checkbox"/>	Internal Program Evaluations <input type="checkbox"/> Program Evaluation <input type="checkbox"/> Staff Evaluation <input type="checkbox"/> Student Evaluation <input type="checkbox"/> Student Feedback		
<input type="checkbox"/>	Organizational chart		
<input type="checkbox"/>	Adult Education Program Budget - all funding sources		
<input type="checkbox"/>	Monthly General Ledger reports, and year end Summary Financial report of revenue and expenditures		
<input type="checkbox"/>	Chart of accounts coding		
<input type="checkbox"/>	Single Audit Report		
<input type="checkbox"/>	State Aid Membership - ISD Participant Audit		
<input type="checkbox"/>	Time Sheets/Personal Activity Reports for co-funded staff		
<input type="checkbox"/>	Semi-Annual Certification Forms		
<input type="checkbox"/>	Cost Allocation Plan		
<input type="checkbox"/>	Tuition and Fee Schedule		
<input type="checkbox"/>	Adult Education Program equipment inventory		
<input type="checkbox"/>	Financial Documentation (invoices, corresponding receipts, payroll reports, etc.)		