

ILLINOIS STATE BOARD OF EDUCATION

Nonpublic School Recognition Program
Regulatory Support and Wellness Division
100 North First Street, E-222
Springfield, Illinois 62777-0001

RECORDS CHECKLIST FOR COMPLIANCE VISITS

Note—

- Section labels refer to locations within the October 2018 version of 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. Providing your original copies would be fine.
 - However, using sticky notes to mark the location of policies, etc. in the materials should speed the team's work.
 - Not every school will need to have every item listed since not everything in the *Nonpublic School Evaluation Instrument* applies to every school. For example, a school that does not engage in interscholastic sports would not have to have a concussion policy.
 - 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. A school might have these as online documents; if so, please provide a computer for the team to use to check websites.
- School calendar.
- Student and personnel files. It is not necessary to bring these to the team; a team member 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; a team member will go to the files.
- 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.
- Board policy manuals, faculty-staff handbooks, parent-student handbooks, etc.
- Student files. It is not necessary to bring these to the team; a team member will go to the files.
- Safety drill records.
- Art supplies— a team member will go to closets and/or classrooms to inspect these.
- Eye protection— a team member will go to classrooms and labs to inspect these.