



**NATIONAL CENTER FOR SPECIAL EDUCATION  
ACCOUNTABILITY MONITORING  
Review Checklist  
for Focused Monitoring Reports**

**MONITORING REPORT OF ON-SITE VISIT**

This document was designed for reviewing a report of an on-site visit. The review will help assure that the report effectively addresses each important feature so that a Corrective Action Plan or Improvement Plan can be developed to address needed systems change and continuous improvement.

Report Reviewed by \_\_\_\_\_

School District \_\_\_\_\_

Date \_\_\_\_\_

MONITORING REPORT OF ON-SITE VISIT

<i>Feature of the Report</i>	<i>Documented</i>	<i>Comments</i>
<b><i>Follows clear methodology</i></b>		
Methodology is described in report		
Content of the report illustrates that methodology was followed and/or explains rationale for any deviation from planned methodology		
Description includes explicit data for each method used (e.g., 12 parent interviews, 31 parents attending focus group, 23 records reviewed, 11 interviews, etc.)		
<b><i>Maintains focus on focus area</i></b>		
Primary content of the report is related to an investigation of compliance in the focus area on which the program was selected		
The majority of the findings of noncompliance and areas for program improvement stated in the report are related to the focus area		
<b><i>Links quantitative data to investigation</i></b>		
Data on focus area are thoroughly analyzed and discussed		
Evidence derived from monitoring processes are quantified when appropriate		
<b><i>Triangulates evidence leading to a finding</i></b>		
Noncompliance is determined through several sources of evidence derived during the monitoring process		
All citations of noncompliance are based on a minimum of two different sources of evidence		
<b><i>Makes clear findings of noncompliance</i></b>		
All findings of noncompliance in the area of focus are specified		
Systemic noncompliance (evidence of policy, procedure, or routine practice that when applied to individual students with disabilities results in a violation of requirement/entitlement (applicable to large numbers of students) is described		
Systemic noncompliance is differentiated in terms of policies, procedures, or practices		
Child-specific noncompliance (evidence of a violation of procedural or other requirement/ entitlement specific to a child) is described and personally identifiable		

information is included as an appendix to the report to facilitate correction		
Findings of noncompliance not related to the focus area, when detected by the monitoring process, are specified in the report		
All findings are referenced to state and federal requirements		
<b><i>Describes related areas for program improvement</i></b>		
Areas for program improvement noted during the monitoring process, but not specific findings of noncompliance as determined by triangulation of evidence, are explicitly described in the report		
Areas for program improvement are based on a discrepancy between what was observed and research-based or preferred practices		
<b><i>Specifies requirements for correction of noncompliance</i></b>		
Specifies Evidence of Correction		
Specifies Evidence of Improvement		
<b><i>Optional: Specific strengths are based on sound information and data related to focus area</i></b>		
Strengths are specific and well-described		
Strengths are based on research-based or preferred practice		
Strengths are related to focus area		

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