Team Review Form:
CHARTER SCHOOL AUDIT (YR 2011-2012)

Review Team Members:

School Information

USD # and Name			
School Name			
Address			
City		KS	**Zip**
Person Presenting:			

Charter Type	**Contact Information**
◯ Charter School Charter-Virtual School (You will need to complete the virtual audit form)	Contact Name: Position Title: Contact Phone: Contact Email:
Select All That Apply	**Year of Audit/Review**
☐ **Funded** (Receiving planning or implementation funds) ☐ **Non-Funded** (not receiving planning or implementation funds) ☐ **Section III Contains Updated Sections** (a change has occurred in one or more existing sections of the desktop. Documentation will be kept onsite and presented during audit) ☐ **Closing** at end of school year	◯ 2011-2012 ◯ 2012-2013 ◯ 2013-2014

USD Superintendent Signature: *(Signature verifies all information presented in this audit)*

Submit Updates for Section III to: **Updates Due: June 30, 2012**

Pat Bone
pbone@skde.org

School Information

Section II – Assurances		
Check the Assurances that Apply		
1. Program Director Holds appropriate licensure/certification requirements	☐	**Yes**
2. Licensed/Certified Personnel Kansas licensed/certified teachers must be employed and Licensed/certified in their content area	☐	**Yes**
3. Student/Family Communication Designated to ensure ongoing communication occurs among schools, teachers, students, parents, and other online program staff members	☐	**Yes**
4. Technical Support Staff to support all technical aspects	☐	**Yes**
5. Professional Development Staff designated to develop, implement, and evaluate training	☐	**Yes**
6. Assessment - Responsible to: Coordinate all district and state assessments for online students	☐	**Yes**
7. Data Entry Staff Designated to provide data entry services for course creation, enrollment of students, entry and processing of student grades for report cards and transcripts.	☐	**Yes**
8. Counseling Staff Services must be available to students	☐	**Yes**
9. Residency Criteria Kansas resident students allowed	☐	**Yes**
10. Provide opportunities to learn for students not meeting learning targets	☐	**Yes**
11. Support district processes	☐	**Yes**
12. Report all data as required by QPA and NCLB	☐	**Yes**
13. Follow Kansas Charter Laws and federal charter regulations (KS72-1903, 1904, 1906, 1907, 1910, 1911, etc.)	☐	**Yes**

Section III – Program Requirements		
Provide a description and documentation for each area of Section III ***(Visiting Team will mark Yes or No in each category)***		
Enrollment and Attendance Documentation	Visiting team Use Only	
Counting for Enrollment	**Yes**	**No**
14. Students counted for enrollment and attendance (as directed by the current Enrollment Handbook)	☐	☐
Receiving and Recording Course Credits	**Yes**	**No**
15. Credits awarded when students meet all goals and objectives for courses	☐	☐
16. Provide feedback to students regarding progress before final grades are given	☐	☐
Professional Development Program	**Yes**	**No**
17. Staff training in pedagogy	☐	☐
18. Parents and student orientations	☐	☐
19. Staff trained on hardware, software and/or e-Learning systems	☐	☐
20. All required reports submitted relating to training programs	☐	☐
21. Ensure staff attendance at training	☐	☐
Program and Course Curriculum	**Yes**	**No**
22. Goals and objectives for all courses aligned to local, state, and/or national standards	☐	☐
23. Access to standards taught are provided	☐	☐
24. All district and state assessments must be given	☐	☐

Communication Structure	**Yes**	**No**
25. Ongoing feedback	☐	☐
26. Ongoing conferences with students/parents each semester and as needed are scheduled	☐	☐
Student Support Service/Sense of Community	**Yes**	**No**
27. Orientation sessions for students/parents are scheduled	☐	☐
28. Policy for the provision of special education services	☐	☐
Student/Parent Responsibilities	**Yes**	**No**
29. Encourage student/parent communication to share progress and ask for assistance	☐	☐
30. Ensure students take all appropriate district and state assessments	☐	☐

School Improvement, Accreditation, State/Federal Requirements	Yes	No
31. Provide opportunities to learn for students not meeting learning targets	☐	☐
32. Integrate program into district's QPA process	☐	☐
33. Follow state accreditation regulations	☐	☐
34. Report all data as required by QPA and/or NCLB	☐	☐
School Goals	**Yes**	**No**
35. Strategies or interventions were named to address the goals	☐	☐
36. Tools to assess the goals were named and how often measurement occurred	☐	☐
37. Percentage of completion is available	☐	☐

Section IV – Completed by Visiting Review Team

○ The Charter School has met the requirements and will be listed as an approved Charter on the KSDE web site.

○ The Charter School has met at least 75% of the requirements and will provide documentation to address the areas marked "No". Documentation will be submitted to KSDE within 30 days of the visit date for further review. The Charter School will be listed on the KSDE web site when all documentation has been submitted and approved.

○ The Charter School did not meet at least 75% of the requirements as a Charter School and did not provide documentation at the audit visit. An onsite visit will occur.

Comments: