

## Second Submission Checklist

Each LEA/SOP scheduled for monitoring for the 2016-2017 school year must submit a completed checklist and supporting documentation at least **30 days prior** to the on-site visit.

Requirement	Documentation/Evidence	Check
Special Education Staffing	Spreadsheet	
Student Information	Spreadsheet	
General Education Survey	List of email addresses for 50 general education teachers who teach SWDs. For each teacher: first name, last name, email address.	
Parent Survey	List of email addresses for 50 parents of SWDs. For each parent: first name, last name, email address, and indicate whether the parent needs the survey translated into Spanish.	