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| **ITEM** | **DATE** | Image result for check mark |
| **Letter of Notification and Instruction** | Sent by July 15 |  |
| **Policies and Procedures:*** Accuracy Document
* IEP Fund Authorization Letters
 | Based on Child Count |  |
| **Forms**:* 1 Speech/Language Eligibility Forms w/ WNs
* 3 Learning Disability Evaluation Forms w/WNs
* 3 Adverse Effect Forms w/WNs
* 1 Letter of Assurance (Summary of Performance)
 | Based on Child Count |  |
| **Child Find (B11)**:* 10 Initial Referrals including: Parental Consent to Evaluate, WN or AWN documenting Procedural Safeguards, 1st page of each completed evaluation, 18-97 & 19-20 school calendars
 | Based on Child Count |  |
| **Transition Plans (B13):** * 2 screener submissions **Section 9 of the IEP only**
 | Based on Child Count |  |
| **Final Transition Plans (B13)**:* # based on Child Count (AWN, WN, and IEP)
 | Due dates will be unique to each SAU based on results of screener |  |
| **Self-Assessment:*** Completed EMT-Excel with # based on Child Count of identified students
 | Based on Child Count |  |
| **Pre-Findings (if any):*** Non-systemic compliance findings
 | TBD |  |
| **Summary of Findings:*** Summary of all % of compliance for desk audit and on-site visit
 | Sent upon completion of Desk Audit, Pre-Findings (if any), and Final B-13 submissions |  |
| **Corrective Action Plan** | Sent by 21 days from Summary of Findings |  |
| **Corrective Action Plan** | Due one year from Summary of Findings |  |

