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| **ITEM** | **DATE** | [Image result for check mark](http://www.google.com/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwj62InC743UAhWn44MKHZAPDlwQjRwIBw&url=http://www.i2symbol.com/symbols/check/x2713-check-mark&psig=AFQjCNFjwqSSugCofkvV5Z_innVesCxg6w&ust=1495898818715956) |
| **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 |  |

