

The following documents will be reviewed before or during the monitoring visit.

Please send these via email to [Marcy.R.Whitcomb@maine.gov](mailto:Marcy.R.Whitcomb@maine.gov) or make them available on the day of the classroom observation:

- o Copy of daily schedule(s) for the classroom(s)
- o 3 or more prior week's curriculum plans
- o List of any/all special education accommodations/modifications
- o Copy of your written Child Find Policy
- o Copy of the home language survey (if one was administered)
- o Copy of the district's preschool enrollment policy
- o Copies of all licensing credentials for teaching staff
- o Copies of Maine Roads to Quality registrations (Registration is available for free <http://muskie.usm.maine.edu/maineroads/registry.htm>)
- o Copy of most recent preschool menu (if meals are provided)
- o Copy of Parent Handbook
- o Sample student assessment data (identifying details should be removed)
- o Copy of PEPG model and schedule/teacher observation
- o Copy of Family Engagement Policy