



Updated August 5, 2026

Special Purpose Private School On-Site File Review Verification Tool

On-Site Review Items

Instructions:

- This is the On-Site Review Monitoring Tool - Word version
- This tool lists the Item/Citations for which the applicable special education files will be verified.
- This tool is for your reference only.

Key:

- SAU – School Administrative Unit
- IEP - Individual Education Program
- AWN – Advance Written Notice
- WN – Written Notice
- MUSER – Maine Unified Special Education Regulations
- FAPE – Free Appropriate Public Education
- SDI – Specially Designed Instruction

Element/Citation	Item Description	Criteria
ROA1 Record of Access 34 CFR 300.614	Each SAU must keep a record of parties obtaining access to education records collected, maintained, or used under part B of IDEA (except for access by parents and authorized employees of the school).	Yes = There is a sign-in sheet in the student's file No = Sign-in sheet is missing
IEP1 Individual Education Plans MUSER IX.3.1	All IEPs from placement are included in the student's file, including amendments between annual IEP meetings.	Yes: All IEPs, including amendments, are in the student's file. No, the district has not provided it. No, the district has not provided it, AND we have the documentation to show our outreach efforts to the district to get the missing document(s), using multiple avenues of contact, and 3 or more attempts.
AWN1 Advanced Written Notices MUSER IX.3.1	All AWNs from placement are included in the student's file.	Yes: All AWNs are included in the student's file. No, the district has not provided it. No, the district has not provided it AND we have the documentation to show our outreach efforts to the district to get the missing document(s), using multiple avenues of contact, and 3 or more attempts.

WRN1 Written Notices MUSER IX.3.1	All WNs from placement (including determination for need of Out of Unit programming, which happens prior to actual placement) are included in the student's file.	Yes= All WNs are included in the student's file. No, the district has not provided it. No, the district has not provided it AND we have the documentation to show our outreach efforts to the district to get the missing document(s), using multiple avenues of contact, and 3 or more attempts.
RAE2 Evaluations MUSER V.4.E.	The most recent evaluations are included in the student's file.	Yes, and they are less than 3 years old. Yes, and they are over 3 years old, and the IEP Team documented in a WN their decision not to update the evaluation. No, the district has not provided them. No, the district has not provided them AND we have the documentation to show our outreach efforts to the district to get the missing evaluation, using multiple avenues of contact, and 3 or more attempts.
PPR1 Periodic Progress Reports 34 CFR 300.320(a)(3)(ii)	Periodic reports on the child's progress toward meeting the annual goals (such as quarterly or other periodic reports issued concurrently with report cards) are provided to the parent.	Yes: Progress reports are sent to parents concurrently with the issuance of report cards. No. There is no evidence that progress reports are sent to parents concurrently with the issuance of report cards.