



ESE Audit File Checklist

This checklist is used during FTE school visits to review records for accuracy. This checklist is only used as a basis for FTE review and is not inclusive of all paperwork needed for student ESE records. Schools should refer to resources available from Student Services for requirements and qualifications for ESE programs.

Student Name _____

School _____

Date _____

Does the student's audit folder contain the following?

- _____ IEP/EP current on day of review
- _____ IEP/EP current during last Survey
- _____ Written notice of parent invitation to IEP meeting
- _____ Matrix current on day of review (if applicable)
- _____ Matrix current during last Survey (if applicable)
- _____ McKay Notice (not an FTE requirement)
- _____ EP plan with two (2) committee member signatures (if applicable)
- _____ Student Schedule reflecting direct ESE services
- _____ Therapy attendance records (if applicable)
- _____ Survey2 Survey3
- _____ Hospital Homebound Schedule (matching reported survey records)
- _____ Documentation that Hospital Homebound services were provided