



Office of School Choice

BESE-Authorized Charter Schools Annual Site Visit Review

School:		LDE Representative:	
Date:		School Representative:	

General Compliance	Acceptable Documentation (to be provided by LEA)	Status at Review	Notes	Follow-up Required
Staff credentials per state law, as outlined in <i>Bulletin 746, La. R.S. 3991 (C)(6), R.S. 17:28</i>	Documentation of staff credentials files should be available for review. The review may include the following staff members: School Nurse	☐ In Compliance ☐ Not In Compliance ☐ Not Available/Missing		☐ Yes ☐ No
Procedures for protecting student records per <i>LA Acts 937, 677, and 340</i> .	The school will provide documented protocols for compliance with data governance and student privacy laws.	☐ In Compliance ☐ Not In Compliance ☐ Not Available/Missing		☐ Yes ☐ No
Home Language Survey, including language translations as required by federal and state requirements, as outlined in ESEA/ESSA/Title III guidelines.	The school will provide copies of the Home Language Survey, including language translations.	☐ In Compliance ☐ Not In Compliance ☐ Not Available/Missing		☐ Yes ☐ No
Notification of Homework Assistance Services <i>LA. R.S. 17:182.1, 17:3996(B)(39)</i>	Online services for homework assistance should be posted in prominent locations in the school where they can be seen by all students on a daily basis.	☐ In Compliance ☐ Not In Compliance ☐ Not Available/Missing		☐ Yes ☐ No
Sign or notice of translation service offerings as required by OCR guidelines.	Schools must have notification of translation services, in multiple languages, that are visible in an area of primary access to the building.	☐ In Compliance ☐ Not In Compliance ☐ Not Available/Missing		☐ Yes ☐ No

Schools post the required workplace notices as required by the <i>Fair Labor Standards Act, 29 USC 211, 29 CFR 516.4</i>	A Fair Labor Standards Act poster is displayed in an area with access by employees.	☐ In Compliance ☐ Not In Compliance ☐ Not Available/Missing		☐ Yes ☐ No
School displays employee rights under the Family and Medical Leave Act (FMLA) as required by the <i>FMLA section 109 (29 U.S.C. § 2619)</i>	Rights under the Family Medical Leave Act poster are displayed in an area with access by employees.	☐ In Compliance ☐ Not In Compliance ☐ Not Available/Missing		☐ Yes ☐ No
School displays LLA Fraud Hotline posters. <i>LA Act 693 enacted LA. R.S. 24:523.1</i>	Schools must have Louisiana Legislative Auditor (LLA) notices posted in conspicuous places. The LLA recommends that the notice be posted wherever there is an EEO poster. <i>Acceptable Documentation :</i> https://www.lla.la.gov/hotline/prints/	☐ In Compliance ☐ Not In Compliance ☐ Not Available/Missing		☐ Yes ☐ No
The school provides nursing services as outlined in <i>R.S.17:28</i> and BESE Policy.	Documentation verifying contracted nursing services.	☐ In Compliance ☐ Not In Compliance ☐ Not Available/Missing		☐ Yes ☐ No
The school provides hearing and vision screening as outlined in <i>Bulletin 741, Bulletin 1508, and R.S.17:2111.</i>	Documentation verifying the most recent hearing and vision screening. <i>Depending upon the date of the visit, this may be from the previous school year.</i>	☐ In Compliance ☐ Not In Compliance ☐ Not Available/Missing		☐ Yes ☐ No
Learning pod maintains a copy of its waitlist as outlined in Bulletin 126.	The school leader shows the current waitlist that is maintained on-site.	☐ In Compliance ☐ Not In Compliance ☐ Not Available/Missing		☐ Yes ☐ No

Facility Compliance	Acceptable Documentation (to be provided by LEA)	Status at Review	Notes	Follow-up
Cafeteria/Kitchen/Common Area	The current Permit to Operate is posted facing the serving line	☐ In Compliance ☐ Not In Compliance ☐ Not Available/Missing ☐ Not Applicable	Service Date: _____	☐ Yes ☐ No
Cafeteria/Kitchen/Common Area	DHH Inspection Report is posted facing the serving line	☐ In Compliance ☐ Not In Compliance ☐ Not Available/Missing	Service Date _____	☐ Yes ☐ No
Cafeteria/Kitchen/Common Area	Kitchen Ansul status is indicated by a green tag	☐ In Compliance ☐ Not In Compliance ☐ Not Available/Missing ☐ Not Applicable	Service Date _____	☐ Yes ☐ No
Fire Safety	Fire Alarm status is indicated by a green tag	☐ In Compliance ☐ Not In Compliance ☐ Not Available/Missing	Service Date _____	☐ Yes ☐ No
Fire Safety	Sprinkler System status is indicated by a green tag	☐ In Compliance ☐ Not In Compliance ☐ Not Available/Missing ☐ Not Applicable	Service Date _____	☐ Yes ☐ No
Fire Safety	Fire Extinguisher(s) tagged and stamped with a service date within the past 12 months	☐ In Compliance ☐ Not In Compliance ☐ Not Available/Missing	Service Date _____ ☐ ☐ ☐ ☐ ☐ Expired Service Date(s) _____ ☐ ☐ ☐ ☐ ☐	☐ Yes ☐ No
Fire Safety	Fire Evacuation routes posted and exit signs illuminated	☐ In Compliance ☐ Not In Compliance ☐ Not Available/Missing		☐ Yes ☐ No
Maintenance	Elevator is in working order with a current maintenance log	☐ In Compliance ☐ Not In Compliance ☐ Not Available/Missing ☐ Not Applicable	Service Date: _____	☐ Yes ☐ No