

School System:	Review Date(s):	Review Period:
School System Contact:		School System Contact Number:
LDOE Team Leader:	Contact Number:	Reviewer(s):
Schools Visited:		

Bulletin 741 §901; §2397; and §3101

I. SCHEDULING - BULLETIN 741 §901

Indicator	Supporting Documentation	C	NC	N/A	Comments
1. School system annually reviews individual graduation plans (IGPs) [or individualized education plans (IEPs), if applicable], updates to identify the courses to be taken each year until all required courses are completed, as necessary, and ensures all parties have signed.	<ul style="list-style-type: none"> Copies (2 per grade) of completed IGPs/IEPs for grades 8-12 Completed Administrators / Counselors form 				

II. CAREER OPTIONS - BULLETIN 741 §2397

Indicator	Supporting Documentation	C	NC	N/A	Comments
1. School system shall offer at least six activities which expose students to career and technical and academic fields of study and prepares students to select a career option at the high school level. Activities must be conducted at each grade level, during each school year. (i.e., career interest inventories, job shadowing, job mentoring, and job internships)	<ul style="list-style-type: none"> List of career readiness courses offered Samples (3 per year of high school) of career activities <ul style="list-style-type: none"> field trips, guest speakers, community service activities, and other activities 				

III. PHYSICAL ENVIRONMENT AND EQUIPMENT - BULLETIN 741 §3101

Indicator	Supporting Documentation	C	NC	N/A	Comments
1. School system ensures that all heavy equipment laboratories, such as woodworking, metal working, multipurpose, automotive, and most machine laboratories, have a minimum area of 75 square feet per student .	<ul style="list-style-type: none"> Physical space size and maximum class enrollment size for all heavy and light equipment labs. Copies of completed Laboratory Space forms 				
2. School system ensures that all light equipment laboratories, such as those used for teaching electricity, electronics, drafting, manufacturing, communications, etc., have a minimum area of 50 square feet per student .	<ul style="list-style-type: none"> Photos of clearly marked safety zones in all heavy and light equipment labs 				
3. School system must provide and maintain modern equipment for CTE programs	<ul style="list-style-type: none"> A comprehensive list of functional equipment by each CTE program A list of non-functional equipment with timeline of transition out of work space or to working condition 				
	<ul style="list-style-type: none"> Photos and/or documents that indicate equipment includes factory-installed or aftermarket safety guards 				
	<ul style="list-style-type: none"> Photos and visible evidence indicating students regularly wear appropriate personal protective equipment [i.e., long-sleeves, hearing and eye protection, flame-resistant (FR) clothing, hard hats, etc.] 				

Indicator	Supporting Documentation	C	NC	N/A	Comments
4. School systems ensure machines and tools are labeled identifying the funding source, organized, guarded, color-coded, and ventilated in accordance with regulations and codes found in state and federal guidelines.	<ul style="list-style-type: none"> Photos of equipment purchased with Perkins and/or CDF funds with visible labels 				
	<ul style="list-style-type: none"> Photos of equipment purchased with Perkins and/or CDF funds in the workspace identifying organization, safeguards, color-coding, and ventilation 				