Wisconsin Department of Public Instruction
PROCEDURAL COMPLIANCE SELF-ASSESSMENT
NO SAMPLE RECORDING FORM
PI-SA-RRC-NSRF-002 (Rev. 7-09)

INSTRUCTIONS: *For Local Use Only. Provided for documentation purposes.*

GENERAL INFORMATION

LEA Name

CHECKLIST SUMMARY

☐Yes ☐No ☐NA	N-1. After consulting with representatives of private schools, the LEA obtained a written affirmation signed by private school representatives. Select NA if there are no private schools within the school district boundaries. This item is not required for independent charter schools authorized under s. 118.40, Wis. Stats.
☐Yes ☐No	N-2. The public agency, at least annually, informs parents and individuals required to make referrals about the LEA's referral and evaluation procedures. This item is not required for independent charter schools authorized under s. 118.40, Wis. Stats.
☐Yes ☐No	N-3. The public agency gives notice to fully inform parents of the requirements relating to confidentiality of personally-identifiable information before any major child find activity.

N-4. The LEA conducted an initial evaluation within 60 days of receiving parental consent for the evaluation. *Report data only for initial evaluations. Only include students for whom consent was received from July 1, 2008, through June 30, 2009.*

A.	The number of children for whom parental consent to evaluate was received.	
B.	The number of children in item A. determined **not eligible** whose evaluations and eligibility determinations were completed within 60 days. Include children for whom one of the exceptions to the 60-day timeline applies.	
C.	The number of children in item A. determined **eligible** whose evaluations and eligibility determinations were completed within 60 days. Include children for whom one of the exceptions to the 60-day timeline applies.	
D.	Number of students whose evaluations were completed beyond the 60-day timeline (does not include children for whom one of the exceptions apply.) Formula: A – (B + C)	SOFTWARE CALCULATES VALUE
	For the students identified in D. above, the range of days (minimum and maximum) from consent to determination of eligibility. Report the actual days. Do not subtract the 60-day timeline.	From (min.) To (max.)

E. For students identified in D. above, the reasons eligibility determinations were not completed within 60 days. It is not necessary to report each case and a reason. *List the reasons delays occurred.*

☐ Staff Unavailable ☐ Parent Unavailable

☐ Evaluation data from other agency or from parent unavailable

☐ Other *Specify:*