**Civil Rights Compliance Monitoring**

**On-Site Visit Preparation Checklist**

District:

District Superintendent:

District Primary Contact:

Phone:       E-mail:

DPI CRC Visit Team Leader:

Phone:       E-mail:

Date of Onsite Visit:

The following tasks are to be completed in preparation for the CRC onsite monitoring visit. Use this document to delegate and organize the gathering of materials prior to onsite visit. If you require additional details visit <http://dpi.wi.gov/crc/process> and click on Exhibits List.

| **Done** | **Task** | **Person Responsible** | **Due Date** |
| --- | --- | --- | --- |
|  | Determine dates of onsite visit with DPI liaison |  |  |
|  | Develop agenda/schedule for onsite visit |  |  |
|  | Coordinate interview schedules |  |  |
|  | Arrange staff interviews |  |  |
|  | Arrange administrative interviews |  |  |
|  | Arrange student interviews |  |  |
|  | Develop/prepare facility review materials (Exhibit H) |  |  |
|  | Prepare maps/layouts of buildings and grounds |  |  |
|  | Identify year of construction, modification, renovation |  |  |
|  | Label facilities as noted in Exhibit Materials Review List |  |  |
|  | Coordinate exhibit documents and materials (Exhibits A to K)   * Collecting * Organizing * Labeling |  |  |
|  | | | |
|  | **Exhibit A – Policies, Procedures, Site Selection, & Admin** |  |  |
|  | **A1** Community demographics, brief description |  |  |
|  | **A2** District policy and administrative procedures handbook |  |  |
|  | **A3** Handbooks (student, staff, etc. at district & school levels) |  |  |
|  | **A4** Course catalogs/offerings booklets |  |  |
|  | **A5** Current communication related to nondiscrimination |  |  |
|  | **A6** Pubs with Title IX & 504 coordinator(s) contact info |  |  |
|  | **A7** CTE annual public notification |  |  |
|  | **A8** Nondiscrimination complaint procedures and records |  |  |
|  | **A9** Equity Plans or the Pupil Nondiscrimination Self Evaluation |  |  |
|  | **A10** District/program promotional materials |  |  |
|  | **A11** Business, education, and community partner materials |  |  |
|  | **A12** Harassment & bullying prevention policies, procedures, etc. |  |  |
|  | **A13** Title IX & 505 coordinator job descriptions |  |  |
|  | **A14** School clubs & organizations and their entrance requirements |  |  |
|  | | | |
|  | **Exhibit B – Site Selection and Admissions Policies** |  |  |
|  | **B1** Admissions policies or administrative procedures |  |  |
|  | **B2** School & program site selection policies, procedures, etc. |  |  |
|  | **B3** CTE admission policies and prerequisites |  |  |
|  | | | |
|  | **Exhibit C – Counseling and Promotional Materials** |  |  |
|  | **C1** Student pre-enrollment counseling materials & descriptions |  |  |
|  | **C2** Counseling programs, forms, procedures, & reports |  |  |
|  | **C3** Counselor bias/stereotype prevention training description |  |  |
|  | **C4** Stereotype review & elimination methods description |  |  |
|  | **C5** Counselor methods for exploring diversity, etc w/students |  |  |
|  | **C6** Counseling steps to address disproportionate enrollment |  |  |
|  | **C7** Means of providing career info to all students |  |  |
|  | **C8** Evidence of steps to open CTE courses to ELL students |  |  |
|  | **C9** Evidence of steps to open CTE courses to ELL & disabilities students |  |  |
|  | **C10** CTE Promotional materials |  |  |
|  | **C11** Nontraditional career awareness activity materials |  |  |
|  | **C12** Career development program descriptions |  |  |
|  | **C13** Carl Perkins Grant applications and reports |  |  |
|  | **C14** CTE evaluation or improvement plan materials/descriptions |  |  |
|  | **C15** Career & Technical Student Organization demographic data |  |  |
|  | | | |
|  | **Exhibit D – LEP/ELL** |  |  |
|  | **D1** ELL identification & assessment procedures, etc. |  |  |
|  | **D2** Most recent ELL census |  |  |
|  | **D3** Description of bilingual plans, programs, etc. |  |  |
|  | **D4** ELL language support & services description |  |  |
|  | **D5** ELL student CTE enrollment data |  |  |
|  | **D6** ELL language related supports for CTE participation |  |  |
|  | **D7** Non-English materials for designated groups (10 or more) |  |  |
|  | **D8** ELL nondiscrimination notification evidence |  |  |
|  | **D9** Non-English CTE policies, prerequisites, etc. |  |  |
|  | | | |
|  | **Exhibit E – Financial Assistance** |  |  |
|  | **E1** Student prize/scholarship/grant information |  |  |
|  | **E2** Student award demographic trend data |  |  |
|  | **E3** Financial assistance info dissemination description w/ELL |  |  |
|  | **E4** Financial assistance promotion materials |  |  |
|  | **E5** Non-English financial assistance materials |  |  |
|  | **E6** District created financial assistance applications forms |  |  |
|  | **E7** Financial assistance non-discrimination review plan |  |  |
|  | | | |
|  | **Exhibit F – Counseling & Guidance Issues** |  |  |
|  | **F1** Evaluation plan for counseling materials and activities |  |  |
|  | **F2** Course and/or program selection process and their counseling practices |  |  |
|  | **F3** Procedures used to identify courses with disproportionate enrollments and strategies to balance the enrollment |  |  |
|  | **F4** Process by which school counselors routinely evaluate their own counseling practices, programs, and activities |  |  |
|  | | | |
|  | **Exhibit G – Students with Disabilities (SWD)** |  |  |
|  | **G1** SWD enrollment data including CTE |  |  |
|  | **G2** Course & program eligibility criteria |  |  |
|  | **G3** SWD career awareness &skill development materials/info |  |  |
|  | **G4** SWD work-based learning opportunities |  |  |
|  | **G5** SWD identification & assessment procedures |  |  |
|  | **G6** Student 504 plan and IEP samples |  |  |
|  | **G7** SWD services, programs, modifications descriptions |  |  |
|  | **G8** Most recent special education monitoring report |  |  |
|  | **G9** Equipment/facility mod/addition description & dates |  |  |
|  | **G10** Regular & CTE teacher PD & support activities for SWD |  |  |
|  | | | |
|  | **Exhibit H – Facilities** |  |  |
|  | **H1** Floor plans/maps of each high and middle school |  |  |
|  | **H2** District & building accessibility evals, studies, reports |  |  |
|  | **H3** Renovation plans or schedules |  |  |
|  | **H4** Facility access complaints or concerns |  |  |
|  | | | |
| **There are no Exhibits for Section I** | | | |
|  | | | |
|  | **Exhibit J – Student Employment and Training Programs** |  |  |
|  | **J1** Work-based learning (WBL) policies & training agreements |  |  |
|  | **J2** WBL participant demographic data including ELL |  |  |
|  | **J3** Student demographic data for partnership programs |  |  |
|  | **J4** WBL program non-discrimination assurance procedures |  |  |
|  | **J5** WBL program agreements |  |  |
|  | | | |
|  | **Exhibit K – Employment Opportunities** |  |  |
|  | **K1** Employment application (professional & non-professional) |  |  |
|  | **K2** Current or past job postings (10 or so) |  |  |
|  | **K3** Promotional opportunity announcements |  |  |
|  | **K4** Job applicant evaluation criteria |  |  |
|  | **K5** Person with disability accommodation process |  |  |
|  | **K6** Accommodation requests from past three years |  |  |
|  | **K7** Job performance process & forms |  |  |
|  | **K8** Employment non-discrimination policy notice methods |  |  |
|  | **K9** Discrimination complaint grievance procedures |  |  |
|  | **K10** Employee handbooks or access to same (if electronic) |  |  |
|  | **K11** Staff demographic data |  |  |
|  | **K12** Wisconsin fair employment law poster location description |  |  |