

Current Grid: Evaluator Name _____

School _____

Ref: # _____ Date _____

Student Name	Program Name & Hours	Hours Completed	Class Start Date	Date Contract Signed	Date of Pre-Enrollment Information	Education (HS Diploma/ GED/ATB)	Proof of age -if applicable	Other Adm. Req.	Other Adm. Req.	SAP	SAP	SAP	SAP	Date on Warning and/or Probation & Date Off	Contract Fully Executed & Changes Initialed by both parties?	Student Evaluated Periodically on Attendance Academic and /or Practical
1			___/___/___	___/___/___	___/___/___									___/___/___		
2			___/___/___	___/___/___	___/___/___									___/___/___		
3			___/___/___	___/___/___	___/___/___									___/___/___		
4			___/___/___	___/___/___	___/___/___									___/___/___		
5			___/___/___	___/___/___	___/___/___									___/___/___		
6			___/___/___	___/___/___	___/___/___									___/___/___		
7			___/___/___	___/___/___	___/___/___									___/___/___		
8			___/___/___	___/___/___	___/___/___									___/___/___		
9			___/___/___	___/___/___	___/___/___									___/___/___		
10			___/___/___	___/___/___	___/___/___									___/___/___		
11			___/___/___	___/___/___	___/___/___									___/___/___		
12			___/___/___	___/___/___	___/___/___									___/___/___		
13			___/___/___	___/___/___	___/___/___									___/___/___		
14			___/___/___	___/___/___	___/___/___									___/___/___		
15			___/___/___	___/___/___	___/___/___									___/___/___		
16			___/___/___	___/___/___	___/___/___									___/___/___		
17			___/___/___	___/___/___	___/___/___									___/___/___		
18			___/___/___	___/___/___	___/___/___									___/___/___		
19			___/___/___	___/___/___	___/___/___									___/___/___		

Graduate Grid: Evaluator Name _____

School _____

Ref#: _____

Date _____

Graduate Name	Program Name & Hours	Class Start Date	Date Contract Signed	Date of Pre-Enrollment Information	Education (HS Diploma/GED/ATB)	Proof of age -if appl.	Other Admissions Requirements	S A P	S A P	S A P	S A P	Dates On & Off Warning or Probation	Grad Date	Grad. Reqs. All Hours Completed (if appl.)	Grad. Reqs. All Monies Paid (if applicable)	GPA	Student Evaluated Periodically on Attendance Academic and /or Practical
1		__/__/__	__/__/__	__/__/__								__/__/__	__/__/__				
2		__/__/__	__/__/__	__/__/__								__/__/__	__/__/__				
3		__/__/__	__/__/__	__/__/__								__/__/__	__/__/__				
4		__/__/__	__/__/__	__/__/__								__/__/__	__/__/__				
5		__/__/__	__/__/__	__/__/__								__/__/__	__/__/__				
6		__/__/__	__/__/__	__/__/__								__/__/__	__/__/__				
7		__/__/__	__/__/__	__/__/__								__/__/__	__/__/__				
8		__/__/__	__/__/__	__/__/__								__/__/__	__/__/__				
9		__/__/__	__/__/__	__/__/__								__/__/__	__/__/__				
10		__/__/__	__/__/__	__/__/__								__/__/__	__/__/__				
11		__/__/__	__/__/__	__/__/__								__/__/__	__/__/__				
12		__/__/__	__/__/__	__/__/__								__/__/__	__/__/__				
13		__/__/__	__/__/__	__/__/__								__/__/__	__/__/__				
14		__/__/__	__/__/__	__/__/__								__/__/__	__/__/__				
15		__/__/__	__/__/__	__/__/__								__/__/__	__/__/__				
16		__/__/__	__/__/__	__/__/__								__/__/__	__/__/__				
17		__/__/__	__/__/__	__/__/__								__/__/__	__/__/__				
18		__/__/__	__/__/__	__/__/__								__/__/__	__/__/__				
19		__/__/__	__/__/__	__/__/__								__/__/__	__/__/__				

Withdrawn Grid: Evaluator Name _____

School _____

Ref. # _____

Date _____

Withdrawn Student Name	Program Name & Hours	Class Start Date	Date Contract Signed	Date of Pre-Enrollment Information	Education (HS Diploma/ GED/ATB)	Proof of Age -if appl.	Other Adm. Req, if appl.	S A P	S A P	S A P	S A P	Date on & off Warning and/or Probation	Hours Completed (Actual) as of LDA	Hours Scheduled as of LDA	Last Day Attended	Withdrawal Determination Date	Date Institutional Refund Calculation Completed	Refund Date (if applicable)
1		___/___/___	___/___/___	___/___/___								___/___/___			___/___/___	___/___/___	___/___/___	___/___/___
2		___/___/___	___/___/___	___/___/___								___/___/___			___/___/___	___/___/___	___/___/___	___/___/___
3		___/___/___	___/___/___	___/___/___								___/___/___			___/___/___	___/___/___	___/___/___	___/___/___
4		___/___/___	___/___/___	___/___/___								___/___/___			___/___/___	___/___/___	___/___/___	___/___/___
5		___/___/___	___/___/___	___/___/___								___/___/___			___/___/___	___/___/___	___/___/___	___/___/___
6		___/___/___	___/___/___	___/___/___								___/___/___			___/___/___	___/___/___	___/___/___	___/___/___
7		___/___/___	___/___/___	___/___/___								___/___/___			___/___/___	___/___/___	___/___/___	___/___/___
8		___/___/___	___/___/___	___/___/___								___/___/___			___/___/___	___/___/___	___/___/___	___/___/___
9		___/___/___	___/___/___	___/___/___								___/___/___			___/___/___	___/___/___	___/___/___	___/___/___
10		___/___/___	___/___/___	___/___/___								___/___/___			___/___/___	___/___/___	___/___/___	___/___/___
11		___/___/___	___/___/___	___/___/___								___/___/___			___/___/___	___/___/___	___/___/___	___/___/___
12		___/___/___	___/___/___	___/___/___								___/___/___			___/___/___	___/___/___	___/___/___	___/___/___
13		___/___/___	___/___/___	___/___/___								___/___/___			___/___/___	___/___/___	___/___/___	___/___/___
14		___/___/___	___/___/___	___/___/___								___/___/___			___/___/___	___/___/___	___/___/___	___/___/___
15		___/___/___	___/___/___	___/___/___								___/___/___			___/___/___	___/___/___	___/___/___	___/___/___
16		___/___/___	___/___/___	___/___/___								___/___/___			___/___/___	___/___/___	___/___/___	___/___/___
17		___/___/___	___/___/___	___/___/___								___/___/___			___/___/___	___/___/___	___/___/___	___/___/___
18		___/___/___	___/___/___	___/___/___								___/___/___			___/___/___	___/___/___	___/___/___	___/___/___
19		___/___/___	___/___/___	___/___/___								___/___/___			___/___/___	___/___/___	___/___/___	___/___/___

File Review Grid Checklist

Please discuss any questionable items with the NACCAS Team and make a note of any inconsistencies.

Current Student Grid:

1. Were 10% (or at least 4 in cases of small enrollment) of the files of the total current students enrolled selected for review? YES _____ NO _____ IF NO, EXPLAIN _____
2. Is the Date of Pre-Enrollment *before or on the same day as* the Date the Contract was Signed by Applicant? YES _____ NO _____ IF NO, EXPLAIN _____
3. Is the Date the Contract was Signed *before or on the same day as* the Class Start Date? YES _____ NO _____ IF NO, EXPLAIN _____
4. Was each student's SAP evaluations completed at the periods indicated by the institution's SAP Policy? YES _____ NO _____ IF NO, EXPLAIN _____
5. Was the type of proof of education identified on the grid (i.e., high school diploma, GED, etc.)? YES _____ NO _____ IF NO, EXPLAIN _____
6. Was the type of proof of age identified on the grid (i.e., drivers license, State ID, Passport, etc.)? YES _____ NO _____ IF NO, EXPLAIN _____
7. Were any additional admission requirements identified (i.e., entrance exam, essay) and written in box at top of grid? Was the box answered "Yes", "No", or "N/A", as applicable? YES _____ NO _____ IF NO, EXPLAIN _____
8. Were the enrollment agreements fully executed (per definition in NACCAS Glossary of Terms)? YES _____ NO _____ IF NO, EXPLAIN _____

Graduate Grid:

1. Were 5% (or at least 2 in cases of small enrollment) of the files of the graduates selected for review? YES _____ NO _____ IF NO, EXPLAIN _____
2. Is the Date of Pre-Enrollment *before or on the same day as* the Date the Contract was Signed by Applicant? YES _____ NO _____ IF NO, EXPLAIN _____
3. Is the Date the Contract was Signed *before or on the same day as* the Class Start Date? YES _____ NO _____ IF NO, EXPLAIN _____
4. Was each student's SAP evaluations completed at the periods indicated by the institution's SAP Policy? YES _____ NO _____ IF NO, EXPLAIN _____
5. Was the type of proof of education identified on the grid (high school diploma, GED, etc.)? YES _____ NO _____ IF NO, EXPLAIN _____
6. Was the type of proof of age identified on the grid (i.e., drivers license, State ID, Passport, etc.)? YES _____ NO _____ IF NO, EXPLAIN _____
7. Were any additional admission requirements identified (i.e., entrance exam, essay) and written in box at top of grid? Was the box answered "Yes", "No", or "N/A", as applicable? YES _____ NO _____ IF NO, EXPLAIN _____
8. Were all the graduation requirements met by each student who graduated or was otherwise awarded a certificate of completion? YES _____ NO _____ IF NO, EXPLAIN _____
9. Were any additional graduation requirements identified (i.e., completion of all state required practical Applications, etc.). Was this listed by splitting a box and listing this graduation requirement and writing in the box "Yes", "No", or "N/A", as applicable. YES _____ NO _____ IF NO, EXPLAIN _____

Withdrawn Grid:

1. Were 5% (or at least 2 in cases of small enrollment) of files of the total withdrawn students selected for review? YES _____ NO _____ IF NO, EXPLAIN _____
2. Is the Date of Pre-Enrollment *before or on the same day as* the Date the Contract was Signed by Applicant? YES _____ NO _____ IF NO, EXPLAIN _____
3. Is the Date the Contract was Signed *before or on the same day as* the Class Start Date? YES _____ NO _____ IF NO, EXPLAIN _____
4. Was the type of proof of education identified on the grid (high school diploma, GED, etc.)? YES _____ NO _____ IF NO, EXPLAIN _____
5. Was the type of proof of age identified on the grid (i.e., drivers license, State ID, Passport, etc.)? YES _____ NO _____ IF NO, EXPLAIN _____
6. Were any additional admission requirements identified (i.e., entrance exam, essay, etc.)? and written in box at top of grid? Was the box answered “Yes”, “No”, or “N/A”, as applicable? YES _____ NO _____ IF NO, EXPLAIN _____
7. Is the Withdrawal Determination Date *no more than 30 days* (or less than 30 days based on the school’s policy) after the Last Day of Attendance (LDA)? YES _____ NO _____ IF NO, EXPLAIN _____
8. Is the Refund Date *no more than 45 days* (or less than 45 days based on the school’s Policy) after the Withdrawal Determination Date? YES _____ NO _____ IF NO, EXPLAIN _____
9. Were any of the withdrawn students on a Leave of Absence? If yes, please include the beginning and ending dates of the LOA as notes at the bottom of the Withdrwan student grid sheet. YES _____ NO _____ IF NO, EXPLAIN _____