

CATEGORY 2 RELOCATION VISIT CHECKLIST

PURPOSE: Determine whether a NACCAS-accredited school is operating in accordance with NACCAS requirements following a relocation over seventy-five (75) miles, through review of documents, observation, and interviews as necessary, and afford the school the opportunity to identify areas with which they need assistance in order to continue in full compliance with such requirements.

(NOTE: The checklist will be marked by the evaluator as either yes for “in compliance,” no for “noncompliance,” or “unavailable.” A copy of the visit report will be sent to the school after the evaluation. The school will be given forty-five (45) calendar days to submit a response to any areas cited as not in compliance or unavailable. The owner must have all documents available for the team members at the time they initiate the visit.

SCHOOL CATALOG AND SCHOOL ENROLLMENT AGREEMENT

The school catalog will be reviewed to determine compliance with:

1. Mission Statement
(Standard I, Criteria 1 & 2)

YES _____ NO _____

2. Admissions Policy
(Standard IV, Criteria 2 & 4)

YES _____ NO _____

3. Refund Policy
(Standard VII, Criterion 3)

YES _____ NO _____

4. Extra Instructional Charges
(Standard VII, Criterion 4)

YES _____ NO _____

5. Policy Regarding Access to Records
(Also have available copies of forms used)
(Standard III , Criterion 7)

YES _____ NO _____

CLASS SCHEDULES

Class schedules will be reviewed to determine compliance with:

1. Standard VI—Curriculum
YES _____ NO _____
2. Standard VIII—Facilities
YES _____ NO _____

COPIES OF ADVERTISING

Advertising will be reviewed to determine compliance with:

1. Standard III , Criterion 5
YES _____ NO _____
2. Standard IV, Criterion 6
YES _____ NO _____

STANDARD I

1. Policy to Show Compliance with Criterion 5 and Copies of Survey Forms
YES _____ NO _____
2. Roster of Advisory Committee Members
(Criterion 5)
YES _____ NO _____

STANDARD II

1. Roster of Instructors and Substitute Teachers: Resumé of each instructor showing credentials and license of each instructor (Criteria 1 & 3)
YES _____ NO _____
2. Policy and/or Procedure for Staff Meetings: Copies of minutes of any staff meetings that have taken place (Criterion 4)
YES _____ NO _____
3. Plan for Continuing Education of Instructors: Documentation of any continuing education taken by instructors over the most recent eighteen (18) months (Criterion 5)

YES _____ NO _____

4. Policy for Instructor Evaluation: Copies of any evaluations of instructors on the roster during most recent eighteen (18) months (Criterion 6)

YES _____ NO _____

STANDARD III

1. Copy of License of New Location
(Criterion 1)

YES _____ NO _____

2. Written Policies and Procedures, and Operating Procedures for the Administration of the School (Criterion 2)

YES _____ NO _____

3. Roster of Administrative Staff: Résumés showing credentials of administrative staff; documentation of any special training that qualifies administrative staff (Criterion 3 and Standard VII, Criterion 5)

YES _____ NO _____

4. Program Participation Agreement (with USDE)

YES _____ NO _____

5. Attendance Policy
(Criterion 10)

YES _____ NO _____

STANDARD IV

1. Policy and/or Procedure to Provide Prospective Students with Required Pre-Enrollment Information; Copy of Pre-Enrollment Information
(Criterion 6)

YES _____ NO _____

2. Copy of Enrollment Contract
(Criterion 7)

YES _____ NO _____

STANDARD V

1. Copies of Orientation Plan and/or Materials
(Criterion 1)
YES _____ NO _____
2. Policy for Student Advisement: Sample forms used
(Criteria 2 & 5)
YES _____ NO _____
3. Description of Job Placement Services
(Criterion 4)
YES _____ NO _____
4. Copy of Grievance Procedure and Policy
(Criterion 6)
YES _____ NO _____

STANDARD VI

1. Program or Course Outline for Each Program or Course Offered
(Criteria 1, 2, 3, & 7)
YES _____ NO _____
2. Lesson Plans for Each Course Offered
(Criteria 1, 3, 4, 5, 6, & 7)
YES _____ NO _____
3. Documentation That Programs Have Required State Approval
YES _____ NO _____

STANDARD VIII

1. Team Observation Determined That the School Complies with All Ten
Criteria for Instructional Space and Facilities
YES _____ NO _____

STANDARD IX

1. Grading Criteria
(Criterion 1)
YES _____ NO _____

2. Sample Report Cards
(Criterion 2)
YES _____ NO _____

3. Satisfactory Progress Policy
(Criterion 3)
YES _____ NO _____

4. Graduation Requirements for Each Program or Course
(Criterion 5)
YES _____ NO _____

Sign: _____

Print:

Evaluator in the Administrator Category

Sign: _____

Print:

Evaluator in the Academic Category