



2023-2024	<b>Wake ThreeSchool Monitoring Check List WCPSS</b>		
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**Friday, October 27, 2023**

**On File**

1	TSG Inter-rater Reliability Completed (New Teacher's Only)		
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**Due: Tuesday October 31, 2023**

**On File**

1	Site Monitoring Tool Completed (submit to WCSS & keep a copy in Monitoring Binder)		
2	Most Recent ECERS-R Assessment		
3	Attendance Monitoring (site narrative of attendance procedure)		
4	Attendance sign-in sheet reviewed		Supporting Documentation Needed
5	Menus (one month)		
6	Attendance Monitoring (log of family contact for absences of more than 3 days)		
7	Timely Submission of Attendance Reports		WCSS Reported
8	Classroom Schedule: Check of substantial portion of the day, outdoor, rest time		
9	Center Transportation Plan- Form on-line (may substitute site's plan)		Supporting Documentation Needed
10	Dual Language Learners Plan		
11	Family Engagement Plan-Form		
12	Family Engagement Documentation		
13	Lesson Plans (one month)		
14	Lesson Plans Correlated with Teaching Strategies & Foundations		
15	Children's Screening Summary (submit to WTS Specialist)		

Reviewed by: \_\_\_\_\_  
Date: \_\_\_\_\_

**Due Monday, November 13, 2023**

1	TSG Checkpoints & TSG Documentation Form		
2	TSG Documentation on Individual Children (Social-Emotional, Physical, Language, Cognitive, Literacy, Mathematics, Science and Technology, Social Studies, The Arts and English Language Acquisition {if child is learning English}).		

Reviewed by: \_\_\_\_\_  
Date: \_\_\_\_\_

**Due Monday, November 13, 2023**

	Education Reports (submit to WCSS & Keep copy in Monitoring Binder)		<b>Must be submitted for each Teacher</b>
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Reviewed by: \_\_\_\_\_  
Date: \_\_\_\_\_

**Due: Monday, February 19, 2024**

1	TSG Checkpoints & TSG Documentation Form		
2	TSG Documentation on Individual Children (Social-Emotional, Physical, Language, Cognitive, Literacy, Mathematics, Science and Technology, Social Studies, The Arts and English Language Acquisition {if child is learning English}).		

Reviewed by: \_\_\_\_\_  
Date: \_\_\_\_\_

**Due: Monday May 13, 2024**

1	TSG Checkpoints & TSG Documentation Form		
2	TSG Documentation on Individual Children (Social-Emotional, Physical, Language, Cognitive, Literacy, Mathematics, Science and Technology, Social Studies, The Arts and English Language Acquisition {if child is learning English}).		
3	Sample of Children's Classroom Work (Entire Classroom) <b>Will be reviewed during checkpoints move to checkpoint sections</b>		Supporting Documentation Required for all children

Reviewed by: \_\_\_\_\_  
Date: \_\_\_\_\_

**Due: Wednesday May 15, 2024**

**On File**

1	Fixed Assets, if applicable		WCSS Reported
2	Signed Family Conference Forms		Supporting Documentation Required
3	Timely Submission of Attendance Reports		Supporting Documentation Required
4	Staff Participation in Meetings		Supporting Documentation Required
5	Substitute Log (and credentials)		Supporting Documentation Required
7	Wake Three School to NC PreK Kindergarten Transition Child Development Information Form		Supporting Documentation Required
8	Dual Language Plan Documentation		Supporting Documentation Required
9	Family Engagement Documentation		Supporting Documentation Required

10	Growth Report Printed ( <b>Teaching Strategies</b> )		Supporting Documentation Required
11	Compensation Review		Supporting Documentation Required

Reviewed by: \_\_\_\_\_  
Date: \_\_\_\_\_

Center Director

Date

\_\_\_\_\_  
WTS Representative

\_\_\_\_\_  
Date

**Updated June 2023**

Questions, Concerns, Additional Feedback from Site Admin:

