GENERAL INFORMATION RECORDS CHECKLIST FOR NONPUBLIC SCHOOLS

General School Documents

- Parent/Student Handbook
- School Policy Handbook
- Admission Brochures and Packets
- Board Approved School Calendar
- School Map

School Policy and Procedure Items

- Abused and Neglected Child Reporting Procedures (CANTS)
- Missing Children Record Act Procedures
- Discrimination Policies
  - Title IX of the Education Amendments
  - Individuals with Disabilities Education Improvement Act (IDEA)
  - Age Discrimination in Employment Act (ADEA)
  - Title VI and VII of the Civil Rights Act
  - Americans with Disabilities Act (ADA)
  - Illinois School Code (105-ILSC 5)
- Policies and procedures for reporting
  - Drug Violations
  - Firearms
  - Battery
- School drill logs (Fire, Tornado, Severe Weather, Bus Evacuation, Law Enforcement)
- Crisis Management Plan

Curriculum Items

- Curriculum Guides
- School Graduation Requirement
- Course Descriptions
- Lesson Plans
- Class Schedules

Personnel Records

- Faculty/Staff Handbook
- Criminal Background Records
  - Fingerprint Records
  - Copies of receipts from LiveScan vendors
  - Illinois State Police Sex Offender Database Sheets
  - List of employees and date hired
- Personnel Records
  - Physicals and Tuberculosis Record
  - Evaluations
  - Degree Verifications
  - Procedures for professionals who does not hold bachelor degrees
• Job Description

**Student Records and Services**

• Government Issued Student Birth Certificates
• Illinois Department of Public Health Student Health Forms/Records (Physical, Immunization, Eye Exam, Dental Exam)
• Immunization School Survey
• Procedures on Student Support
  o Counseling agreement
  o Agreement with local public school district
• Certification of Food Service Sanitation from the Illinois Department of Public Health and/or Local Health Department
  o License or permit to operate food service facility if required by local ordinance
  o Wellness policy (Child Nutrition and WIC Reauthorization Act)

**Physical Plant Items**

• Office of the State Fire Marshal Fire Inspection
• Local Fire Protection District Fire Inspection
• Local Building Inspection
• Local Municipal Fire Inspection
• Zoning information
• Inspections from the Local Health Department
• Annual Review Compliant Report (Office of State Fire Marshal)
• Asbestos Inspection and Management Plan
• Asbestos Hazard Emergency Response Act (AHERA) 3 year re-inspection reports