



# NONPUBLIC AGENCY INITIAL ONSITE REVIEW VISIT REPORT

(to be completed by a contracting school district)

*A separate review must be completed for each location. If the NPA has multiple campuses, then a separate onsite visit report must be conducted for each one.*

**NPA Site Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**District Reviewer (Name & Title):** \_\_\_\_\_

**School District:** \_\_\_\_\_ **Date of Onsite Review Visit:** \_\_\_\_\_

The Initial Onsite Review Visit should include a tour of the campus and residences (if applicable), at least one classroom observation, and conversations with (1) the NPA Director/Principal; (2) a Special Education Teacher/Supervisor about the general curriculum and the delivery of specially designed instruction; and (3) a Counselor/Clinical Supervisor, as appropriate, regarding any daily behavioral management and student support practices. Please attach additional supplementary information as needed.

Note: The questions in this tool are provided as a guide to support a thorough and meaningful review. District personnel are encouraged to adapt/rephrase questions as needed to reflect the context of the visit or the structure of the NPA program. The goal is to facilitate a collaborative, conversational review—not a formal audit—while ensuring alignment with OSPI’s required [NPA Assurances](#).

## GENERAL SUPERVISION & ADMINISTRATIVE PRACTICES

**Name & Title:** \_\_\_\_\_

- How is the leadership structure organized at your institution?
- Describe the decision-making processes used at your school.
- How do you handle complaints and grievances from students and parents?
- What measures are in place to ensure transparency in your administrative practices?
- How do you manage staff recruitment, retention, and development?
- How does the administration support continuous improvement in teaching and learning?
- How are student records maintained and protected?
- What community and parental engagement strategies are employed?

**Reviewer Notes:**

## FACILITIES and HEALTH & SAFETY

Name and Title: \_\_\_\_\_

- How do you ensure that your facilities comply with local, state, and federal safety regulations?
- Describe the safety drills and emergency preparedness measures in place.
- What are the procedures for maintaining a clean and safe learning environment?
- How is building accessibility for disabled individuals ensured?
- What health services are available to students on campus?
- How are health and safety policies communicated to students, staff, and parents?
- What is the process for reporting and responding to health and safety incidents?
- How regularly are your facilities inspected by external agencies?
- What improvements or updates have recently been made to the physical facilities?
- How do you ensure the security of the campus?

Reviewer Notes:

## FISCAL MANAGEMENT

Name & Title: \_\_\_\_\_

- Budgeting Process:** How is the annual budget prepared and approved? What role do different staff members and departments play in this process?
- Internal Controls:** What internal controls are in place to prevent and detect errors or fraud in financial transactions? How is student cash accounted for? What is your process if the family sends or gives the student money?
- Financial Reporting:** How are financial reports prepared and reviewed? Who is responsible for ensuring their accuracy and timeliness?

Reviewer Notes:

## SPECIALIZED INSTRUCTION & STUDENT SERVICES

**Name and Title:** \_\_\_\_\_

- How do you ensure that your curriculum aligns with state educational standards?
- What specialized programs are available to meet diverse student needs?
- How do you provide related services to students? (e.g., OT, PT, Speech)?
- Do students have access to recess or recreational opportunities?
- How is the Special Education Teacher designing and overseeing the delivery of specially designed instruction?
- How do you integrate technology into your teaching and learning processes?
- How do you assess student progress towards learning objectives?
- Describe the professional development opportunities available for teachers.
- How is student feedback incorporated into curriculum planning?
- What strategies are used to accommodate students with different learning styles?
- How do you ensure all educational materials are accessible to students with disabilities?
- What processes are in place for IEP development and review?

**Reviewer Notes:**

**Required Question:** How are families and districts informed about student progress and any possible need for additions or revisions to a student's IEP?

**Reviewer Notes:**

## BEHAVIORAL MANAGEMENT & SUPPORT

Section Not Applicable (*based on services offered by NPA*)

**NPA Personnel Name & Title:** \_\_\_\_\_

- How does the Counselor/Clinical Supervisor oversee and monitor a program of behavioral support for students and staff?
- Verify that NPA staff are trained annually on trauma-informed crisis intervention and support techniques.
- Evidence exists that a behavioral management program or system of supports is being used.
- What behavior management systems are in place at your institution?
- Describe the training staff receive on behavior management. How do you ensure these practices are aligned with best practices and legal requirements?
- What steps do you take to prevent behavior issues before they occur?
- How are families involved in behavior management strategies?
- What data do you collect on behavior incidents, and how is this data used?
- How do you handle crises or extreme behavioral incidents?
- Are there clear policies for the use of physical intervention and/or restraint and seclusion?
- How do you ensure student dignity and safety when managing behavior?
- What follow-up actions are taken after a behavioral incident?

**Reviewer Notes:**

**Required Question:** How are families and districts informed about student progress and any possible need for additions or revisions to a student's behavioral support services in the student's IEP?

**Reviewer Notes:**

## MENTAL HEALTH SUPPORTS

Section Not Applicable (*based on services offered by NPA*)

**NPA Personnel Name & Title:** \_\_\_\_\_

- What mental health services are available to students?
- How do you identify students who may need mental health support?
- Describe the qualifications of the staff providing mental health services.
- How is confidentiality maintained in the provision of mental health services?
- What training do staff receive in mental health awareness?
- How do you integrate mental health services with academic and behavioral support?
- What partnerships do you have with external mental health professionals or organizations?
- How are families involved in the mental health support of their children?
- What preventive mental health programs are offered?
- How do you evaluate the effectiveness of your mental health interventions?

**Reviewer Notes:**

### OVERALL DISTRICT REVIEWER COMMENTS & OBSERVATIONS:

### RECOMMENDATIONS FOR OSPI FOLLOW UP: