II. NONPUBLIC AGENCY INITIAL DESK REVIEW

(to be completed by sponsoring school district prior to onsite visit)

NPA SITE NAME: _____ **ADDRESS:** _____

District Reviewer (Name, District, & Title): _____

Please review the information provided by the school/facility to evaluate if the documentation provides evidence of the indicators. If evidence does not meet standard, mark "NO" and provide comments, questions, and concerns at the end of the document.

MEETS STANDARD	INDICATOR	EVIDENCE
Administrative File Review		
☐ **YES** ☐ NO	Has the NPA provided a narrative that describes (a) identified population of students to be served, (b) ages of students, (c) educational characteristics, (d) behavioral characteristics and (e) philosophy, goals, and objectives?	☐ Completed Section 1 (NPA Profile on initial NPA application)
☐ **YES** ☐ NO	Does the NPA have updated relevant policies and procedures regarding the provision of special education services, access to a program of basic education, and relevant procedural safeguards for students/families?	☐ Policies and Procedures reviewed ☐ Parent/Student Handbook reviewed ☐ Program of basic education available and/or outside accreditation of educational program
☐ **YES** ☐ NO	Does the NPA have relevant mechanisms for tracking student data?	☐ Sample IEP Progress Report ☐ Sample Critical Incident Report ☐ Aggregated student attendance and/or discipline reports
☐ **YES** ☐ NO	Are restraint/isolation policies and behavior management policies in alignment with Washington state standards?	☐ Restraint and Isolation policy reviewed ☐ Behavior Management policies and ☐ procedures reviewed (as applicable) ☐ Sample restraint/isolation report meets state standards ☐ Aggregated data reports on restraint/isolation reviewed
☐ **YES** ☐ NO	Is the school/facility in compliance with Article 9, Section 4 of the Washington State Constitution? (i.e., free from sectarian control or influence)	☐ Visual inspection of all files provided shows no evidence of sectarian influence

Staff Hiring and Onboarding File Review		
☐ **YES** ☐ NO	Do teachers and staff meet state-required qualifications and certifications? Have all employees had background checks and FBI fingerprint checks?	☐ Reviewed documentation to ensure ☐ there are staff to support student access to specially designed instruction ☐ Evidence of hiring policies/procedures consistent with WA state standards
☐ **YES** ☐ NO	Does the staff receive regular training on topics related to student development, working with students with disabilities, and student safety and support (e.g., trauma-informed strategies and interventions, emergency procedures, etc.)	☐ Reviewed professional development and training schedules
Fiscal File Review		
☐ **YES** ☐ NO	Does the program have financial safeguards in place to track revenues and expenditures associated with contracted placements?	☐ Provided audit of the last 4 quarterly financial reports submitted to the Board or independent report (as appropriate)
☐ **YES** ☐ NO	Does the program have contracts that meet Washington state guidelines?	☐ Sample Contract provided is consistent with NPA Assurances
Facilities File Review		
☐ Washington State Board of Education Approved – skip this section		
☐ **YES** ☐ NO	Does the staff practice regular training on student safety?	☐ Sample earthquake, fire, safety drill logs or records provided
☐ **YES** ☐ NO	Is there evidence the school/facility is in compliance with local and state health and safety regulations?	☐ Reviewed Fire Inspection; if findings, evidence that they have been resolved ☐ Reviewed Health Inspection; if findings, evidence that they have been resolved

District Review Comments: