CEP Documentation Checklist

For

Validation of Determination Worksheet

This checklist is designed to assist CEP participating systems/schools to ensure all necessary documentation listed below is available for each school participating in CEP.

Please complete this checklist by placing a check by each of the items. This checklist should be kept with your CEP documentation for review purposes. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

SYSTEM NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Schools Participating: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of Schools in System: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Student Enrollment in CEP Schools as of April 1, 2016 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

System-wide Total Enrollment as of April 1st: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Documentation below is needed by* ***SCHOOLS*** *(Check by Schools)*

\_\_\_\_\_April 1st Enrollment and Supporting Documentation for each school (List on CEP–ISP Determination Worksheet the School Name and School Number as shown on SAM)

\_\_\_\_\_ Roster of Identified Students, by school, including **total number of students** by category (Example: 250 DC students, 186 extended DC students, 27 Migrant, 3 Foster, etc.)

\_\_\_\_\_ Identified Students with Coded Certification documentation, by school, for each Identified Student

1. DC Documentation (Matched List, Unmatched List, any updates as of April 1st)
2. DC Extended Attachments with DC Proof
3. Homeless List/Runaway List (Official)
4. Migrant List (Official)
5. Foster Children without an Application (Official List)
6. Headstart/Even Start

\*\*Ultimately the CEP- ISP Determination Worksheet numbers should be reflected by the documentation available. Be sure these numbers match. Check, recheck and validate all numbers and Identified Students. Also check software totals for accuracy.