

Desk Audit Compliance Audit Checklist

RELEASING STUDENTS

District/Charter: _____ **Reviewer:** _____

School: _____ **Desk Audit Review Date(s):** Begin January End April

Date that data/documentation is available:

After start of each school year

Legislation/Regulation Authority:

Regulation 881, Releasing Students to Persons Other Than Their Parent, Guardian or Relative Caregiver

Intent of the Legislation/Regulation:

To safeguard children by establishing protocols for releasing students

Focus of Review:

To ensure a policy is in place, accessible and accurate

Method of Assessment: (Check all that apply)

- Document Review
 - Requires district submission
 - Resides at DOE
- Data Analysis
 - Requires district submission
 - Resides at DOE

From 2007 to 2009 what guidance, technical assistance, and/or professional development has been offered to the districts and charters regarding this regulation?

All school nurses must obtain DOE certification/licensure. Satisfactory completion of the Basic School Nurse Course is required. The Overview portion covers all pertinent regulations

Required District and Charter School Compliance Items of Student Release	Check in 2009-10? (Y/N)	Evidence	Compliance			Comments
			Yes	No	N/A	
Local school district policy	Y	Policy must: 1. Outline procedures for routine and emergency release 2. Be posted on the district website 3. Additional documentation: <ul style="list-style-type: none"> • Written notification to parents of where to access policy • Current (within 90 days) electronic copy at DOE 				