

On-Site Compliance Audit Checklist

Charter School: Parent Enrollment Letters

District/Charter: _____ **Reviewer:** _____
School: _____ **Date:** _____

Legislation/Regulation Authority:
14 Del.C., Chapter 5 Charter Schools

Relevant section from this law:

§506(c)(3) A charter school shall obtain a written confirmation, signed by a parent or guardian of each student in that student's initial year of attendance at the charter school, that the student will remain in the charter school for at least 1 school year. That confirmation shall include a statement reading:

"I understand that my child is required to remain in this charter school, in the absence of any condition constituting good cause, for at least 1 school year"

and shall be kept on file at the school and made available for inspection to Department of Education officials or representatives from the public school district in which the student resides. After a student's initial year of enrollment, it shall be presumed for school district planning purposes only that the student will continue to attend the charter school until completion of the school's highest grade level and no further written confirmation need be obtained by the charter school.

Intent of the Legislation/Regulation:

To inform parents, charters, and districts of the law

Focus of Review:

To ensure charters have followed the law and that their parents know the law.

Method of Assessment: (Check all that apply)

- Document Review
- Observation
- Interview

Location of Audit: (Check all that apply)

- LEA Office..... Excludes Charters
- Elementary School..... Excludes Charters
- Middle School Excludes Charters
- High School..... Excludes Charters
- Other Agency

Over the past three years, what guidance, technical assistance, and/or professional development has been offered to the districts and charters regarding this regulation?

TA provided during application process

Required District and Charter School Compliance Items of Parent Enrollment letters	Evidence	Compliance			Comments/Corrective Action	Corrective Action Due Date
		Yes	No	N/A		
Signed letter by a parent or guardian of each student in that student's initial year of attendance at the charter school	Signed assurances on application				.	