

Date: \_\_\_\_\_

Site Visit- Financial and Enrollment Review

Item	Compliant	Non-Compliant
1. Review of financial statements and other documents to demonstrate financial health. Comments:		
2. Review of copies of loans		
3. Spot check all accounts receivable and payable Comments:		
4. Review of enrollment information Comments:		
5. Review of enrollment policies and procedures. Comments:		
6. Current enrollment figures and proof of minimum enrollment (e.g., verification that at least 25 students are enrolled). Comments:		
7. Evidence of adherence to the 105 hour rule, including policies and examples. Comments:		
8. Evidence of follow up on truancy. Comments:		
9. Residency policy and implementation/documentation upon enrollment to avoid delay in funding Comments:		

Item	Compliant	Non-Compliant
10. Spot check if flags being removed promptly. Comments:		
11. Monthly accounting of enrollment: (a) the school's FTE documentation (b) a comparison to its projected enrollment with its 5-year forecast, (c) the foundation funds received, (d) total expenses per FTE, (e) the total special education FTE Comments:		
12. Examples of completed enrollment forms and student data for a sample of students.		
13. Assurance that an EMIS coordinator is in place and has been properly trained.		
14. For students participating in a blended learning model, credit flexibility plan, or other non-classroom based educational options, documentation supporting student attendance, completion, mastery based performance, learning opportunities that are not classroom-based, online learning opportunity time logged, student paystubs or time sheets for internships, and teacher certifications.		

General Comments:

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Signature of Sponsor & Position

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Signature of Sponsor & Position

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Signature of Findlay Digital Academy Representative & Position

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Signature & Position