

# **Program Review Practice LAP Documentation**

## **1). Rank Order List**

- a). Formal list from TAD, MSP, CBA**
- b). Notification in margin why not serving**
- c). Send Enrollment Update to Shera Adams monthly with any changes**
- d). Start and End dates on your Rank Order List**

## **2). LAP Student Folders**

- a). Signed Parent Notification Letters (need documentation of multiple parent contacts)**
- b). Signed Accelerated Learning Plans (Partnership Conferences) ALPS must be measureable**
- c). Work Samples (coincide with ALPs, assessment data)**

## **3). Daily Schedule**

## **4). Communication w/ teachers, and parents**

## **5). Inventory (labeled with LAP and year and keep for 5 years)**