

Dr. Gus Penix, Director



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NOTIFICATION LETTER

[Click **here** and type date]

TO: [Click **here** and type name], Superintendent
[Click **here** and type County]

CC: [Click **here** and type name], Principal
[Click **here** and type school]

FROM: Dr. Donna Davis, Deputy Director

SUBJECT: Education Performance Audit

This is to advise you that an Education Performance Audit, chaired by _____, Coordinator, will be conducted at [Click **here** and type school name] on [Click **here** and type date].

To expedite the school Education Performance Audit, we are asking that the principal submit the following items to the Office of Education and Performance Audits upon receipt of this letter.

1. Condensed Master Schedule (All Schools) and Teacher Classroom Schedules (Elementary)
2. Bell schedule
3. Building map with teachers rooms labeled

Please have the following materials available for the Team members the morning of the audit.

1. School Monitoring Report
2. List of professional development completed by staff in the past year.
3. School Facilities Evaluation Checklist

Principal is to complete this checklist prior to the Team's arrival. (Enclosed)

Very Important: Please email directions and driving times to your school from the _____ area to _____@access.k12.wv.us and _____@access.k12.wv.us as soon as possible.

In addition the principal should have the following reports available for the Team:

Regulatory Agencies

1. Fire Marshal Reports
2. Department of Health Reports
3. School Building Authority Report (For SBA schools)
4. Diagnostic Report (Focus and Priority or if required by county)

West Virginia Department of Education

1. Special Education Monitoring
2. Coordinated Review Effort (Child Nutrition)
3. Financial Audits
4. Federal Program Monitoring Report(s) (If applicable)

If you have any questions, do not hesitate to call our office.

Thank you.

Enclosure: Facilities Evaluation Checklist