

Information about Verification for Administrators.

1. Discuss verification with your teachers. Attached is verification information for teachers. **Our goal is to make this process a positive experience.**

When we come to your site, we will look at the following:

2. Have you completed all required trainings?
 - a. LETRS
 - b. ECOT
 - c. ECERS
 - d. PED FOCUS leadership academy
 - e. Pyramid
 - f. WIDA

Is your Family Handbook up to date and does it include the FOCUS requirements? **(FOCUS Essential Elements)**
3. Does your program have a newsletter? **We would like to look at three newsletters from different times in the year.**
4. Have you collected the home visit sign in sheets and know that all home visits have been completed? **We would like to see the home visit forms from the teachers who are participating in verification**
5. Do you have planned activities for transitioning your PreK students to kindergarten? **Please tell us what you have planned. Is it in the handbook?**
6. Do you collaborate with other Early Childhood Providers in your area? Is there an MOU? **Please provide a copy of the MOU**
7. We will conduct a full NM PreK Walkthrough for your teachers who are participating in verification.
8. TPOT scores – **We will obtain these from coaches.**
9. Inclusion evidence:
 - a. Number of Children on IEPs _____ at this site
_____ Ratio SWD/Peers for your site
_____ SWD Speech Only
 - b. Please provide two examples of Child Outcome Summary forms from each classroom participating. **If the special education case manager is**

different from your classroom teacher, please ask the case manager for these.

- c. As an administrator, how does your leadership foster programmatic discussions between special education and general education staff to support student progress and implement evidence-based strategies? Please respond or provide evidence.

11. We will schedule a short interview with you and the teacher to find out what is working, what you would like to focus on and how we can help. Your teacher will need coverage when we talk to her for 30 minutes or less, unless she chooses to do this interview by email.