



Welcome back! It's that time of year to begin collecting and organizing for the Grant Requirement Checklist (GRC)! Here are a few tips on how to get started:

- You may organize your documents in a 3 ring binder, file drawer with folders, box with folders, or an expandable file with labeled dividers, etc.
- Do NOT check “Completed” unless ALL of the appropriate documentation is collected or updated.
- This is a working document – documents should be collected and updated throughout the year.
- Cover sheets for each piece of documentation are provided in the following pages if you choose to use them. It is optional if you wish to use these cover sheets. You can print and place in a notebook for easy organization.
- If you choose not to use these cover sheets, please make sure your documentation is in the notebook/box in the order of the GRC Checklist.

SECTION ONE
Program Level
Responsibilities

SECTION ONE

Registration Documents for Lead Teacher(s) training

SECTION ONE

Lead Teacher(s)

Training

Certificate(s)/

Documentation of

Training Completion

SECTION ONE

Registration Documents for Assistant Teacher(s) training

SECTION ONE

Assistant Teacher(s)

Training

Certificate(s)/

Documentation of

Training Completion

SECTION ONE

Project Director
training

Copies of Certificates
for Training Attended

List of webinars,
dates and topics

SECTION ONE

PDR

(Professional Development Registry)

**For All Pre-K Staff -
Copy of teacher(s)
Final Registration
Confirmation and
Registry Number**

SECTION ONE

Documentation for Disenrollment of children

SECTION TWO
Site Level
Responsibilities

SECTION TWO

Parent Orientation

Supporting Documentation
for each family showing
parents were provided with
Pre-K program policies,
procedures and meal fees

SECTION TWO

Working Copy of Pre- K Checklist for Student Files

SECTION TWO

Attendance Documentation

SECTION TWO

Documentation of Absenteeism and/or Tardiness Follow-up

SECTION THREE

Program Level and Site Level Shared Responsibilities

SECTION THREE

Pre-K Staff Orientation

Agenda/minutes AND
Sign in sheet

SECTION THREE

Documentation of Suspension

SECTION THREE

Copy of IQ Guide for Planning Instruction for Each Lead Teacher

(Along with reviewed set of lesson
plans for each lead teacher)

SECTION THREE

Written Plan for Monitoring Lesson Plans and Providing Feedback

SECTION THREE

Copy of IQ Guide for Daily Schedule for each classroom

(Along with a classroom daily
schedule for each classroom)

SECTION THREE

Copy of the IQ Guide
for the Learning
Environment for each
classroom

SECTION THREE

Written Plan for Monitoring the Classroom Environment and Material and Providing Follow-Up

SECTION THREE

Copy of IQ Guide for
Assessment for each
classroom/Copy of IQ
Guide for Directors
for each site.

SECTION THREE

Written Plan for Providing Feedback about Assessment