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

Project Director training

Copies of Certificates for Training Attended

List of webinars, dates and topics

SECTION ONE

GaPDS

(Georgia Professional Development System)

For All Pre-K Staff - Copy of teacher(s) Training Registration Confirmation and GaPDS 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