

Self-Audit Checklist

The Office of Nonpublic Educational Options randomly audits chartered nonpublic schools to assure compliance with the Operating Standards for Ohio Schools. Schools not selected may choose to conduct a self-audit using the following checklist as a resource.

- ❖ Verify both teaching and non-teaching staff members have criminal background checks (BCII and FBI reports) completed within the past five years. Maintain copies of reports on file at the school.
- ❖ Verify all teaching staff members have a valid Ohio teaching license/certificate or a Non-Tax Certificate. Teacher aides are required to hold an Educational Aide Permit; coaching staff are required to hold a Pupil Activity Permit. Substitute and volunteer teaching staff must also hold credentials. The Connected Ohio Records for Educators (CORE) is your best resource for ensuring credentials are issued, current/active, and valid with ODE.
- ❖ Maintain a copy of the school's annual Fire Inspection Report. This inspection must be conducted by the local fire department/fire marshal.
- ❖ Maintain a copy of the school's annual School Environmental Health Inspection Report. This inspection must be conducted by the local health department, not to be confused with the food services inspection.
- ❖ Confirm that your school calendar is accessible and meets the minimum required instructional time as prescribe by law. Two parent-teacher conferences and two professional development days may be included as part of instructional days, to be held within the school year.