

Charter School Best Practices

FEFP Audits

_____	Ensure all teachers have a valid certificate or valid Statement of Status of Eligibility (submit issuance request form).
_____	Perform annual review of the status of all teachers' certificates and follow-up on those needing to renew, needing to satisfy the general knowledge requirement, or needing to complete requirements for the initial professional certificate.
_____	Prior to FTE surveys two and three determine which teachers are assigned out-of-field.
_____	Complete an Out-of-Field Agreement for each out-of-field teacher.
_____	Meet with each out-of-field teacher to review out-of-field training requirements and deadline.
_____	Obtain Governing Board approval for out-of-field teachers. Include each teacher's name, their area of certification and the out-of-field area.
_____	Send copy of Governing Board's minutes documenting approval of out-of-field teachers to Charter School Support.
_____	Provide parent notification to all parents of students being taught by an out-of-field teacher.
_____	Track compliance on out-of-field training requirements for all out-of-field teachers.