



Annual Site Visit (ASV) File Sample Guidance

Number of students in special education	50 or less	Over 50
Number of eligible student files	5+	10+
Initial evaluations of students found not eligible (for line item II.A.5 only)	2	2
Postsecondary transition requirements (Line item III.A.6 only)	2	5

Items to consider in choosing files:

- Number of school sites, evaluators, authors, etc.
- Initial evaluations
- Parent request for evaluation
- Disability categories
- Service delivery models within the PEA
- English learners (ELs)
- Students who are 16 years of age or older (Indicator 13)
- Students in dropout recovery programs
- Out-of-district placements (private day school, residential placement)
- Students phased out of special education services
- Students who have been suspended, have been expelled, or have moved to an interim alternative educational setting (IAES) for longer than 10 days
- Students initially evaluated and found not eligible (Indicator 11)
- Preschool students

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Note: The annual site visit is a technical assistance visit to assist the PEA in preparation for upcoming monitoring activities. The PEA and specialist should discuss beforehand the focus of the technical assistance visit. Data for Indicators 11 and 13 will be collected by the specialists, regardless of agreed-upon focus.