



LOUISIANA MONTESSORI ASSOCIATION
Administrative Checklist

GENERAL INFORMATION

- | | | | |
|--------------------------|---|--------------------------|---------------------------------------|
| <input type="checkbox"/> | School mission statement | <input type="checkbox"/> | Harassment / Bullying policy |
| <input type="checkbox"/> | Goals & objectives / Plan of implementation | | <i>Bulletin 741, Chapter 1, §119.</i> |
| <input type="checkbox"/> | Current school year calendar | <input type="checkbox"/> | Emergency Plan |
| <input type="checkbox"/> | Daily schedules for each level | | <i>Bulletin 741, Chapter 1, §121.</i> |

EMPLOYEE DOCUMENTATION

Teacher Files

- Fingerprints / Background check
- Copy of college diploma(s)
- Transcripts (if applicable)
- Copy of Montessori certificate
- Copy of Louisiana Ancillary Teaching Certificate

Assistant Files

- Fingerprints / Background check
- Copy of college diploma(s)
- Transcripts (if applicable)

Other Staff Files (Administration, Maintenance, Extracurricular)

- Fingerprints / Background check
 - Copy of college diploma(s)
 - Transcripts (if applicable)
- Copy of Master's for Head of School

STUDENT DOCUMENTATION

Up-to-date permanent records for each student must include:

- Registration, enrollment date
- Attendance records
- Academic progress
- Immunization records
- Copy of Social Security card
- Copy of Birth Certificate

For Secondary II students, a Cumulative folder with:

- LDE Individual graduation plan
- TOPS Eligibility / ACT score

COMPLIANCE DOCUMENTATION

- Annual Fire Inspection
- Annual Health Inspection
- LMA Annual School Report
- LMA Recommendation Letter with Seal
- Brumfield vs. Dodd Annual Report
- LDE Electronic Report
- Proof of BESE Approval