



2022-2023 NC Pre-K Student File Review Checklist

Site Name: _____ **Student's DOB:** _____

Student Name: _____
First MI Last

Enrollment Date: _____ (include first month's attendance sheet as verification)

Eligibility Form (Scorecard)

Enrollment Handbook Forms

Childcare Policy Forms

Child Health Assessment (Physical) _____ If not completed, due by _____

Dental Screening _____ If not completed, due by _____

Immunization Record (Shot record)

Developmental Screening
 ASQ-3 _____ ASQ:SE2 _____

TS Gold Assessments
 Fall (Nov) _____ Winter (Feb) _____ Spring (May) _____

Documentation of Risk Factors (If applicable)

IEP (If applicable)

Legal Documentation (If applicable)

Correspondence (i.e. Letters from parents, Doctor's notes)

Site Administrator Conducting File Enrollment Check (Initial): _____ **Date:** _____

PFC Staff Conducting File Review (Sign): _____ **Date:** _____

Site Administrator Conducting File Closeout Review (Initial) _____ **Date:** _____

