

Obj # _____ Method # _____ Program _____

Yes	No	Information Unsatisfactory	Requirements
			1) Does the observation summary include the date of the observation?
			2) Does the observation summary support the criterion?
			3) Is the observation type listed (i.e., criterion met, criterion not met, inconclusive)?
			4) Do you feel the observation type is correct (i.e., criterion met, criterion not met, inconclusive)?
			5) Is the observation status listed?
			6) Is the assessment cycle selected?
			7) Are there related documents attached? If no, are there documents needed to support the observations summary? ___ Yes ___ No
			8) Have you opened and reviewed the related documents?
			9) Do the related documents contain data?
			10) Do the related documents support the observation summary? If not, please explain:
			11) If required, is an action plan given?
Additional Comments:			