

APPENDIX

APPENDIX 1: INTERNAL CONTROLS EVALUATION CHECKLIST

CHECKLIST ITEM	YES/NO
Inform and advise parents/sponsors/legal guardians and DoDEA students annually of the graduation requirements via DTM.	
Has the DoDEA High School Counselor completed an academic/post-secondary plan for each DoDEA student? Has the academic plan been updated annually, as necessary?	
Have the appropriate interventions and educational supports been identified and implemented for those DoDEA students who are not on-track for an on-time graduation? Has the appropriate documentation and communication with the parents/sponsors/legal guardians occurred for the identified DoDEA students?	
Have all students transferring to DoDEA schools from a LEA and those transferring from DoDEA schools to a LEA been afforded the necessary options in the Interstate Compact on Educational Opportunity for Military Children?	
Have DoDEA school staff adhered to the process for requesting and granting exception(s) to minimum graduation requirements?	
Have all DoDEA student records been properly maintained?	
Have all requests for dual enrollment and credit by examination been appropriately completed and implemented?	
Has all information (e.g., DoDEA students who have graduated with a standard diploma, honors diploma, IB Diploma, or AP Capstone Diploma) been inputted into the DoDEA student information system at the end of the school year?	
Are DoDEA students and parents/sponsors/legal guardians made aware of all course and program options, including CTE endorsements, and course offerings through the DoDEA Virtual School?	
Have all transfer courses and course credits from non-DoDEA accredited systems been evaluated and documented on the DoDEA student transcript within ten (10) school days of receipt of an official student transcript(s)? Additionally, was the number of course credits and specific courses previously taken identified and the additional requirements (e.g., specific course, course credit, and GPA) necessary for the DoDEA student to graduate from a DoDEA high school?	