**Directions: General Program Checklist**

1. Each District completes **one** General Program Checklist (GPC). *Districts participating in early childhood AND school age monitoring complete a single GPC that includes information for all programs.*

2. Complete district information by clicking on the blue text.

> ## General Program Checklist
>
> District Name: Click here to enter text.    LEA#: Click here to enter text.    Date: Click here to enter a date.

3. Begin working through each section. Upload or describe evidence for each question as requested. Unless stated otherwise in a question, you are looking at practices during the last 12 calendar months.

   a. Complete each question as directed. When boxes are available, click on box for "X" to appear. Check multiple boxes as needed.

> B. What campaign of public awareness activities are included in the Child Find Plan? (Regulation: 3.03.3)
>    Check all that apply:
>    ☒ Newspapers
>    ☒ Radio ads
>    ☐ T.V. announcements
>    ☐ Posters
>    ☐ Civic groups
>    ☐ Other: Click here to enter text.

   b. Enter verification documentation when required. Districts can either upload evidence to MySped, attach it to the GPC, or list it on the GPC.

> **IV.   SURROGATE PARENTS**
>    A. Provide current copy of SP-1 Form. (Regulation: 15.02)
>       Click here to attach SP-1 form or upload to MySped

4. When you are finished, save the document using the following name format: *General Program Checklist (LEA Name).*

5. Upload the completed GPC to MySped (Uploading directions in separate document: "Directions Uploading Files to MySped") during your monitoring timeframe.