# State-Aided Institutions (SAI) Site Visit Form

Organization Name: Click or tap here to enter text.  
Fiscal Year: Click or tap here to enter text.  
Date of visit: Click or tap to enter a date.  
Description of the program observed: Click or tap here to enter text.

1. Select the student groups observed:

Early Childhood (Pre-K-K) (ages 3-5 yrs.)

Elementary School (1st - 5th grades)

Middle School (6th - 8th grades)

High School (9th - 12th grades)

1. Select the school type observed:

Public school

Nonpublic school

Homeschool

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Programmatic Review

1. Do activities align to the approved program?  Yes  No See comments below:

|  |
| --- |
| Enter narrative here. |

## Fiscal Review

1. The following criteria were observed (check all that apply):

Activities were aligned to the approved budget.

The organization confirmed that they keep evidence on file to substantiate expenses.

The organization confirmed that there is a clear process for keeping track of SAI-related expenses.

The organization confirmed that there is a is a clear process for keeping track of SAI-funded student attendance and admission.

See comments below:

|  |
| --- |
| Enter narrative here. |

## Site Visit Conducted By:

|  |  |
| --- | --- |
| Printed Name: |  |
| Title: |  |
| Division: |  |
| Signature: |  |