# List of Evidentiary Documentation for OCR Site Visits

## Copies:

- Copy of Annual Notification (newspaper, school paper, etc.)
- Copy of policy relating to advisory boards, councils or committees
- Copies of written policies and procedures for evaluating and placing students with disabilities.
- Copy of any special testing policies and procedures for Students with Disabilities
- Sample copies of housing contracts and agreements
- Copies of any policies and procedures for selection for work-study, cooperative education, job placement and/or apprenticeship training.
- Sample copies of workplace agreements between institutions and business/employer sponsors.
- Sample copies of Job Announcements
- Sample copies of job descriptions
- Documentation of relevant specialized training or professional development for HR staff.
- Copy of any written guidelines or standards for interviewing and ranking employment applicants.
- Copies of any policies related to fringe benefits, promotion, and leave.
- Map of Campus(es)

## Documents:

- Board Policy Manual
- Catalog
- School Newspaper
- Student Handbook
- Faculty/Staff Handbook
- Recruitment Plan
- Documents other than catalog used to specify admissions tests or criteria, if any
- Any general or program-related ADVISING manual, if any

## Sample Materials:

- Application for Admission
- Application for Employment
- General College Recruitment Materials (brochures, posters, flyers, advertisements, media, etc.)
- Curricula- and program-related marketing and recruitment materials (brochures, posters, flyers, advertisements, etc.)
- Sample student inquiry or information request forms
- Examples of documents listing financial aid and scholarship criteria, including any aid-related materials provided to students
- Examples of Counseling Materials
- Examples of any program, course, and extra-curricular enrollment reviews
- Samples of materials provided to students about disability services
- Samples of any general or program related ADVISING documents or materials
### Reports:

- Membership roster of advisory boards, councils or committees, by race and gender, with notation if member is a person with a disability.
- Membership roster of governing board by race and gender with notation if member is a person with a disability.
- Roster of individuals involved in recruitment, by race and gender, with notation if individual is a person with a disability.
- Roster of admitted applicants into selective admission programs during the past academic year by program, race/ethnicity and gender, with notation if applicant is a person with a disability or LEP (should also include relevant ranking criteria, if needed to justify).
- Report of all financial aid recipients for the most recent academic year (Fall/Spring) by source of award, race/ethnicity, gender, and disability status.
- Report of athletic scholarships awarded during the most recent academic year (Fall/Spring), by gender (include amount awarded).
- Report of all student athletes during the most recent academic year (Fall/Spring), by sport and gender.
- Report of all restricted scholarships awarded during the most recent academic year (Fall/Spring), by race/ethnicity, gender, and category of restriction.
- List of Counseling/Advising Assessment Instruments Used and for what purpose.
- List of each counselor’s OCR relevant specialized training or professional development activities.
- Report of any academic adjustments/modifications made for students with disabilities during the past academic year (minimum).
- Report of all students housed on-campus during the most recent academic year (Fall/Spring), by dorm, race/ethnicity, gender, and disability status.
- Report of all work-study students for the most recent academic year (Fall/Spring) by race/ethnicity, and gender, with limited English proficiency and students with disabilities noted; include workplace assignment.
- Report of any work-based learning or apprenticeship students for most recent academic year (Fall/Spring) by workplace assignment, race/ethnicity, and gender, with limited English proficiency and students with disabilities noted; include workplace assignment.
- Report of all work-study students for the most recent academic year (Fall/Spring) by race/ethnicity, and gender, with limited English proficiency and students with disabilities noted; include workplace assignment.
- Report of All College staff (non-faculty), by race/ethnicity and gender, with disability status noted.
- Report of All College faculty by race/ethnicity and gender, with disability status noted.
- Report of Career-Technical faculty, by race/ethnicity and gender, with disability status noted.
- Faculty Salary schedules by race/ethnicity, and gender, with notation if employee has disability or limited English proficiency. Feel free to include faculty rank, years of service, or other factors you deem meaningful.
- Report of any accommodations made for current employees with disabilities.
- **List of all campus facilities, with date constructed, date of last renovation, and a listing of all programs taught in the facility (to be provided at least two weeks prior to site visit).**
- Evidence of ADA Coordinator activity including, but not limited to memos, emails, flyers, etc.
- Documentation of any filed grievances during the past 5 years and their resolution.
- Documented complaints by students regarding outside employees during the past 5 years.
- List of regular sources for employee recruitment.
- List of any tests or special criteria used for employment.
- Documented housing complaints during the past 5 years.

**This document is to be provided in advance of the On-Site Review.**