

**Glossary for the Site Monitoring Visit Tool**  
(revised 5/23/19)

**Accommodation plan**: is a written set of instructions (e.g. 504 plans, behavioral modification plan, individual service plan, Individual Education Program (IEP), Behavioral Intervention Plan (BIP) etc.) that detail specific strategies and practices that teachers/activity leaders may use to ensure that a student's learning needs are met

**Activity Log**: is a report in which all the recorded events are sequentially ordered and displayed

**Attendance records**: records that verify either student or other stakeholder attendance at an

**FS-25**: the form that a sub-grantee uses to request funds from their approved grant. The amount of funds requested at any one time may only include actual expenditures to date plus, where allowed, anticipated expenditures for the next month.

**Home Language Questionnaire (HLO)**<sup>1</sup>: is completed by the parent/guardian. However, programs may create their own form for diagnostic assessment of a student's linguistic needs.

**Institutional Review Board (IRB)**: an administrative body established to protect the rights and welfare of human research subjects recruited to participate in research activities conducted under the auspices of the institution with which it is affiliated (e.g. in NYCDOE, the IRB is Research and Policy Support Group (RPSG))

**Minutes**: notes corresponding to agenda items from a meeting that record key discussion points and decisions.

**Needs Assessment** - is a process used by organizations to determine needs/gaps, priorities, make organizational improvements, or allocate resources. In this context, it refers to a survey given to families to assess their needs regarding family literacy programming. Examples might include such choices as financial literacy, resume work

**Personnel Eligibility Tracking System (PETS)**: NYCDOE's system that records, and tracks fingerprint-