

# **CHECKLIST FOR PARTICIPANT FILES**

## WIA FILE REVIEW CHECKLIST

	<b>Present</b>	<b>Missing</b>	<b>Not Required</b>
1. IEP	_____	_____	_____
2. Reading/Math Results	_____	_____	_____
3. Assessment Summary	_____	_____	_____
4. One Stop Registration	_____	_____	_____
5. Social Security Number Verified	_____	_____	_____
6. Selective Service Verified	_____	_____	_____
7. Equal Opportunity is the Law	_____	_____	_____
8. Complaint Procedures	_____	_____	_____
9. Core Services Documented	_____	_____	_____
10. Intensive Services Documented	_____	_____	_____
11. Training Services Documented	_____	_____	_____