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Commissioner

State of Rhode Island and Providence Plantations
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CIVIL RIGHTS REVIEW DOCUMENT SUBMISSION REQUIREMENTS

- The FY15 OCR Monitoring Document Review Sheet (Secondary) will be your organizing guide throughout the document submission process. Each school receives one copy at the Orientation; it is also located on the [Civil Rights webpage](#) of the RIDE website.
- Email all available documents to Marilyn Matzko at Marilyn.matzko@ride.ri.gov at least two weeks prior to Marilyn and Paul's site visit. This gives us the time we need to review the documents and give you the heads up about any missing documents. *The more, well-organized documents you send us prior to the site review, the quicker we can finish at your school!*
- Create NINE folders and title each with a Standard number and name. You do not need to create a folder for Standard 6 (Facilities Accessibility)

Example: Standard 1_Administrative

Example: Standard 3_Recruitment

- Name the individual documents included in each folder by Substandard name and document name.

Example: Pre-Admission Inquiries_Admission application form

Example: Recruitment Materials_Recruitment brochure

- If you use a document as evidence in more than one folder, you only need to submit once. For example, if you wanted to include the Student Handbook as evidence in both the Grievance Procedure substandard in the Standard 1 (Administration) folder AND in the No Exclusion Based on Disability substandard in the Standard 5 folder (Services for Students with Disabilities) folder, you do not need to submit it in each folder. Assuming the Student Handbook was already sent in the Administration folder, create a Word doc in the Services for Students with Disabilities folder and name it "Duplicate evidence.doc". In this document, make a list that identifies the name of the doc (ex: Notice of Contact for Special Needs_Student Handbook) and for which substandard you are submitting it as evidence. We'll know which folder to look in – you don't need to give us the Standard number and name. (An example of a duplicate evidence document is found on page 2 of this document.)
- When you have scanned all the documents you have for each standard, email the folder. *You do not have to email all folders at the same time.*

Duplicate Evidence for Standard 5 (Services for Students with Disabilities)

Oakdale CTE Center

1. Use Notice of Contact for Special Needs_Student Handbook as evidence for the No Exclusion Based on Disability substandard.
2. Use Pre-Admission Inquiries_Admission application form as evidence for the No Exclusion Based on Disability substandard.

Questions?

Call or email Marilyn Matzko at (401)222-8483 or Marilyn.matzko@ride.ri.gov