Participant File Order Checklist

# Eligibility Documents

Enrollment Form

Proof of Identity—if available

Release of Information

Age related eligibility form/documentation (16-18 y/o)

TANF Documentation

# Assessments

All TWC approved tests taken by participant—regardless of gain[[1]](#footnote-1)

Locator tests

Literacy Locator Tool results—if applicable

Documentation if not testing in all content areas per AEL Assessment Guide

Justification for early testing

Disability Accommodation documentation—if applicable

# Goal Setting

Individual Training, Education and Career Plan (ITEC)

# Participation [[2]](#footnote-2)

Sign in sheets

Proxy hours documentation

Orientation sign in sheets

Training sign in sheets—if AEFLA funded

# Misc.

Student Work

Formative Assessments— in addition to TWC approved assessments

Certificates

1. Electronic tests must either be printed and placed in file or properly stored on a media device and available for review by monitors [↑](#footnote-ref-1)
2. Grantees can also choose to house participation hours in a class binder. All sign in sheets should match time placed into TEAMS [↑](#footnote-ref-2)