



Kentucky High School Athletic Association

2280 Executive Drive • Lexington, KY 40505 • www.khsaa.org • (859)299-5472 (859)293-5999 (fax)

To: Superintendent, Principal, and Athletic Director

From: Brigid L. DeVries, Commissioner
Larry Boucher, Assistant Commissioner *LJB*

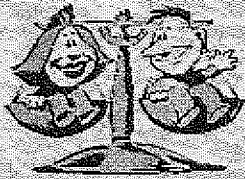
Date: August 25, 2003

Subject: 2002-2003 Annual Report Forms Submission

School: Powell County High School

Enclosed please find a copy of Form T-65, The 2002-2003 Annual Report Forms Checklist. In addition, you may find an attachment with corrected copies of the forms submitted by your school personnel. Please review this information so the forms can be completed accurately in the future. Also, KHSAA Audit Staff may have requested a re-submission of some of the 2002-2003 Annual Report Forms or need additional information on your athletic programs. Please submit this information by the date requested if this is applicable. Copies and all KHSAA Title IX documents must be kept current and included in your permanent Title IX File at the school. All documents are subject to Open Records Requests.

Should you need any further information, please do not hesitate to call anytime.



MEMORANDUM

TO: KHSAA Member School Superintendents, Principals, and Athletic Directors

FROM: Brigid L. DeVries, Commissioner
Larry Boucher, Executive Assistant Commissioner

DATE: July 18, 2003

RE: 2003 Title IX Forms Submission

School	Powell County High School	Reviewed by	Gary Lawson
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The following is a status report regarding the required 2002 - 2003 Title IX submission of forms due in to the KHSAA office by April 15, 2003. Appropriate audit personnel have reviewed these forms and the following is a summary of this review.

I. Checklist of Forms properly submitted in a satisfactory manner:

✓	GE 19 (Annual Verification)	✓	T-35 (Budget Expenses)
✓	T-1 (Summary Program Chart 1)	✓	T-36 (Budget Expenses)
✓	T-2 (Summary Program Chart 2)	✓	T-41 (Checklist – Overall Interscholastic Program)
✓	T-3 (Summary Program Chart 3)	✓	T-60 (Corrective Action Plan)
✓	T-4 (Summary Program Chart 4)	✓	T-63 (Interscholastic Survey Results)

II. Status

A.	✓	2002 – 2003 Forms are satisfactory and no further information or action is necessary at this time.
B.		Errors have been noted with respect to the following forms and corrected copies are being returned to you for placement in your Title IX file to ensure proper submission in the future.
C.		The following forms were omitted and must be submitted by school representatives.
D.	✓	Other Recommendation and Comments: <ul style="list-style-type: none"> All calculations are correct and report data appears to be satisfactory at this time. The KHSAA recommends that each school have student representation on its Gender Equity Review Committee, and that they be active members of the Committee.



MEMORANDUM

To: KHSAA Member School Superintendents, Principals, and Athletic Directors

From: Brigid L. DeVries, Commissioner
Larry Boucher, Assistant Commissioner

Date: July 18, 2003

Re: 2003 Title IX Forms Submission

School	<u>Powell County</u>	Reviewed by	<u>GARY W. LAWSON</u>
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The following is a status report regarding the required 2002-2003 Title IX submission of forms which were due in to the KHSAA office by April 15, 2003. Appropriate audit personnel have reviewed these forms and the following is a summary of this review.

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<input checked="" type="checkbox"/>	GE 19 (Annual Verification)	<input checked="" type="checkbox"/>	T-35 (Budget Expenses)
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<input checked="" type="checkbox"/>	T-3 (Summary Program Chart 3)	<input checked="" type="checkbox"/>	T-60 (Corrective Action Plan)
<input checked="" type="checkbox"/>	T-4 (Summary Program Chart 4)	<input checked="" type="checkbox"/>	T-63 (interscholastic Survey Results)

II. Status

A.	<input checked="" type="checkbox"/>	2002-2003 Forms are satisfactory and no further information or action is necessary at this time.
B.	<input type="checkbox"/>	Errors have been noted with respect to the following forms and corrected copies are being returned to you for placement in your Title IX file to ensure proper submission in the future.
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D.	<input checked="" type="checkbox"/>	Other Recommendation and Comments: <i>All calculations are correct and report data appears to be satisfactory at this time. It is suggested by the KHSAA that you have student representation on your Gender Equity Committee.</i>



MEMORANDUM

To: KHSAA Member School Superintendents, Principals, and Athletic Directors

From: Brigid L. DeVries, Commissioner
Larry Boucher, Assistant Commissioner

Date: July 18, 2002

Re: 2003 Title IX Forms Submission

School	<u>Powell County</u>	Reviewed by	<u>GARY W. LAWSON</u>
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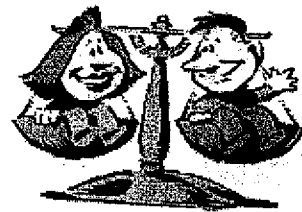
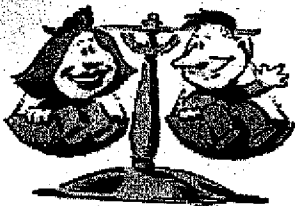
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<input checked="" type="checkbox"/>	T-4 (Summary Program Chart 4)	<input checked="" type="checkbox"/>	T-63 (Interscholastic Survey Results)

II. Status

A.	<input checked="" type="checkbox"/>	2002-2003 Forms are satisfactory and no further information or action is necessary at this time.
B.		Errors have been noted with respect to the following forms and corrected copies are being returned to you for placement in your Title IX file to ensure proper submission in the future.
C.		The following forms were omitted and must be submitted by school representatives.
D.		Other Recommendation and Comments: <i>All calculations are correct and report data appears to be satisfactory at this time. It is suggested by the KHSAA that you have student representation on your Gender Equity Committee.</i>

Powell



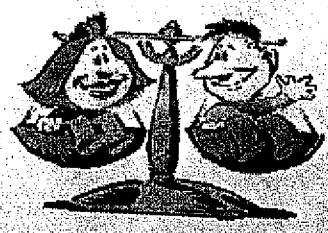
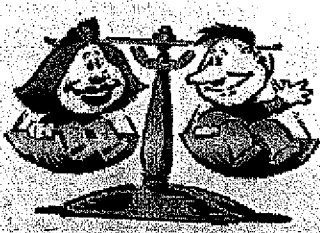
APR 14 2003

KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION

TITLE IX

MEMBER SCHOOLS 2002-2003 ANNUAL REPORT FORMS

Submit to KHSAA
By April 15, 2003





**2002-2003 KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION
ANNUAL VERIFICATION OF TITLE IX PROCEDURES**
(To be submitted by April 15, 2003 along with other required forms)

The Powell County High School, Stanton, Kentucky
(Name of High School) (City)

certifies to the Kentucky High School Athletic Association that the following is an accurate and true representation of the facts surrounding compliance with 20 U.S.C. Sections 1681-1688, et. Seq. (also known as Title IX)

I certify the following provisions in accordance with records at the school contained in the permanent Title IX file, and to the best of my knowledge have completed the following tasks. (All boxes must be checked)

- Established a gender equity committee at the high school. (list committee personnel and provide attachment if necessary)

Name	Address	Phone	Title
Monroe Jones		663-3312	County A.D.
Dean Cvitkovic		3320	Principal
Gloria Hunt		3300	Coach: Girls BK-b
Ken Jones		3326	Coach: Girls BK-b / Volleyball
Greg Coldiron		3326	Coach: Boys BK-b
Tara Gilbert		3308	Coach: M.S. Cheerleaders
John Combs		3330	Coach: Softball

Others

- Scheduled a minimum of three meetings during the 2002-2003 school year on the following dates:

Aug. 5th 2002
Nov. 20th 2002
Feb. 6 2003

- Designated the following person(s) as the Title IX coordinator for the school/district:

Asa Daryl Abner - Safe Schools / Technology 606-663-3300
Name Title Address Phone
P.O. Box 430 Stanton, KY 40380

- School personnel are continuing to make periodic reviews of the boys and girls athletics program reflected in the Corrective Action Plan.

- In addition to the above information, the above referenced school maintains a complete permanent file relative to Title IX records including copies of the self-assessment audit, all corrective action plans, and other related materials

[Signature]
Principal's Signature

4-14 2004
Date

[Signature]
Superintendent Signature

[Signature]
School Board Chairpersons' Signature

(Send original copy to KHSAA - Maintain duplicate in Title IX school folder)

2002-2003
ACCOMMODATION OF INTERESTS AND ABILITIES
SUMMARY PROGRAM CHART 1

KHSAA
 Form T1
 Rev. 9/02

Participation Opportunities Test One

		(Column 1)	(Column 2)	(Column 3)	(Column 4)
	Program	Enrollment	Percentage of Total Enrollment	Number of Interscholastic Participants (double and triple count)	Percentage of Total Participation
Row 1	GIRLS	361	53%	163	46%
Row 2	BOYS	322	47%	194	54%
Row 3	Totals	683	100%	357	100%

Instructions:

4-7-03

*Number of 8th grade students & below used in Column 4 calculations if applicable: _____

- Determine the total number of girls enrolled, (place in Row 1, Column 1). Determine the total number of boys enrolled, (place in Row 2, Column 1).
- Add the total number of girls and boys enrolled to determine total enrollment, (place in Row 3, Column 1).
- Calculate the percentage of total enrollment that is female. (Divide Row 1, Column 1 by row 3, Column 1 and place in Row 1, Column 2.) Calculate the percentage of total enrollment that is male. (Divide Row 2, Column 1 by Row 3, Column 1 and place in Row 2, Column 2.) Note: Row 1, Column 2 plus Row 2, Column 2 should total 100%.
- Ask the head coaches to review the most updated eligibility or squad lists for their teams. Ask coaches to confirm the names of those individuals who are on the team as of the first **date of competition**, and cross out the names of those who were cut from the team or quit the team prior to the first competitive event. Determine the total number of interscholastic athletics participants that are girls, (and place in Row 1, Column 3). In order to determine the total number of athletics participants, an individual should be counted each time he or she participates on a team. For example, if Jane Doe competes on the varsity volleyball team, the junior varsity volleyball team, the junior varsity basketball team, and the varsity softball team, she should be counted as four participants (**do not include club or intramural sports participants, cheerleaders, dance teams, or pom squads**). Calculate the same way for boys and girls. * In addition, should 8th grade students and below play on a Freshman, Junior Varsity, or Varsity team, they should also be counted for each team and sport on which they participate. If applicable, please asterisk the above notation as to how many 8th grade students & below are included in the totals. Using the same procedure, determine the total number of interscholastic athletic participants that are boys, (and place in Row 2, Column 3). Add Row 1, Column 3 plus Row 2, Column 3 to get total participants and place in Row 3, Column 3.
- Calculate the percentage of female participation. (Row 1, Column 3 divided by Row 3, Column 3 and place in Row 1, Column 4.) Calculate the percentage of male participation. (Row 2, Column 3 divided by Row 3, Column 3 and place in Row 2, Column 4.) Note: Row 1, Column 4 plus Row 2, Column 4 should total 100%.

Note: While being within three percent is not a formal compliance standard; if the percent listed in Row 1, Column 4 is within 3% of Row 1, Column 2, then it provides a good target within which compliance is likely.

Principal's Signature:  Date: 4-14-03

**ACCOMMODATION OF INTERESTS AND ABILITIES
SUMMARY PROGRAM CHART 2**

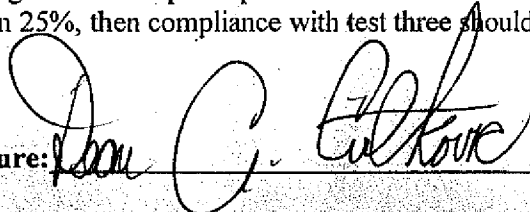
Participation Opportunities Test Two

		Column 1	Column 2	Column 3	Column 4	Column 5	
Program		Number of Teams Currently Offered	Number of Participants	Number of Teams Added in Last Five Years	Number of Participants Added in Last Five Years	Percent of Total Participation By Sex Added in Last 5 Years	
GIRLS	Row 1	varsity:	6	78	1 vb	17	
	Row 2	j.v.:	6	65	1 vb	18	
	Row 3	frosh:	2	20	1 Fr. BK-b	10	
	Row 4	total:	14	163	3	45	28%
BOYS	Row 5	varsity:	6	108	0	0	
	Row 6	j.v.:	6	63	0	0	
	Row 7	frosh:	2	23	0	0	
	Row 8	total:	14	194	0	0	0%

- 1) For Column 1, list the number of interscholastic teams offered for girls and boys at each competitive level (varsity, junior varsity, and freshman). For girls, total each of the entries in Rows 1, 2, and 3 into Row 4. For boys, total Rows 5, 6, and 7 into Row 8.
- 2) For Column 2, list the number of participants at each level. For girls, total each of the entries in Rows 1, 2, and 3 into Row 4. For boys, total Rows 5, 6, and 7 into Row 8. **Note:** The totals in Row 4 for girls and in Row 8 for boys must be the same as the totals in Form T-1, Column 3, Rows 1 and 2 respectively.
- 3) For Column 3, list the number of interscholastic teams that have been added in the last five years at each competitive level. Count each team added during the 5 year period only one time. e.g. Girl's junior varsity soccer was added 3 years ago, count the team only once, not 3 times. For girls, total the entries in Rows 1, 2, and 3 into Row 4. For boys, total Rows 5, 6, and 7 into Row 8.
- 4) For Column 4, list the number of participants that are currently on each level of the teams that were added in the last five years. If a team was added previously but no longer exists, there are no current participants to be added for that team. For girls, total the entries in Rows 1, 2, and 3 into Row 4. For boys, total Rows 5, 6, and 7 into Row 8.
- 5) For Column 5, calculate the percentage of participants that have been added in the last five years. For girls, take the number in Column 4, Row 4 and divide by the number in Column 2, Row 4. For boys, take the number in Column 4, Row 8 and divide it by the number in Column 2, Row 8.

Note: If the percentage of current participants added in the last five years is 25% or greater, compliance with test two may be possible. If less than 25%, then compliance with test three should be analyzed. **CAUTION:** 25% is not a formal compliance standard.

Principal's Signature:



Date:

4-14-03

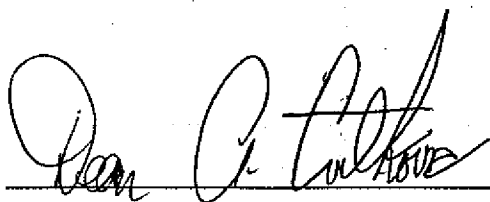
2002-2003
ACCOMMODATION OF INTERESTS AND ABILITIES
SUMMARY PROGRAM CHART 3

Participation Opportunities Test Three

For any question answered "YES" identify the respective sport(s).

	GIRLS (Yes / No)		BOYS (Yes / No)
1. For a sport not currently played at the interscholastic level (varsity, junior varsity, or freshman) in your school, is there an intramural team offered for that sport?	NO		NO
2. For a sport <u>not</u> currently offered in your interscholastic athletics program, is there sufficient interest to form a viable interscholastic team based on participation on an intramural team or community recreation teams?	NO		NO
3. For a sport <u>not</u> currently offered, is there sufficient interest to form a viable interscholastic team based on student responses from the interscholastic survey?	NO		NO
4. For a sport currently offered at the varsity level only, is there sufficient interest to form a viable team for a junior varsity, or freshman team that is not currently offered?	NO		NO
5. For a sport currently offered at the junior varsity or freshman level is there sufficient interest to form a varsity team not currently offered?	NO		NO
6. If you answered YES to question (1), (2), (3), (4), or (5), are there enough high schools in your geographic area offering the sport (at the appropriate level) to allow for the development of a reasonable schedule of competition?	NA		NA

Principal's Signature: _____



Date: _____

4-14-03

2002-2003
ACCOMODATION OF INTERESTS AND ABILITIES+
SUMMARY PROGRAM CHART 4

Levels of Competition Test One

		Column 1	Column 2	Column 3
Girls	Team Levels	Number of Teams Currently Offered	Number of Participants	Percentage of Participants at Each Level
Row 1	varsity:	6	78	48%
Row 2	j.v.:	6	65	40%
Row 3	frosh:	2	20	12%
Row 4	total:		163	100%
Boys				
Row 5	varsity:	6	108	56%
Row 6	j.v.:	6	63	32%
Row 7	frosh:	2	23	12%
Row 8	total:		194	100%

- Column 1, list the number of interscholastic teams offered for girls and boys at each competitive level; varsity, junior varsity, and freshman. (Refer to Form T-2, Accommodation of Interests and Abilities, Summary Program Chart 2, Column 1.)
- For Column 2, list the number of participants at each level. For girls, total the entries in Rows 1, 2, and 3 into Row 4. For boys, total the entries in Rows 5, 6, and 7 into Row 8. (Refer to Form T-2, Accommodation of Interests and Abilities, Summary Program Chart 2, Column 2.)
- For Column 3, calculate the percentage of female and male participants at each level.
For girls' varsity, junior varsity, and frosh, respectively:
 - Divide Column 2, Row 1 by Column 2, Row 4, and place the percentage in Column 3, Row 1.
 - Divide Column 2, Row 2 by Column 2, Row 4, and place the percentage in Column 3, Row 2.
 - Divide Column 2, Row 3 by Column 2, Row 4, and place the percentage in Column 3, Row 3.
 For boys' varsity, junior varsity, and frosh, respectively:
 - Divide Column 2, Row 5 by Column 2, Row 8, and place the percentage in Column 3, Row 5.
 - Divide Column 2, Row 6 by Column 2, Row 8, and place the percentage in Column 3, Row 6.
 - Divide Column 2, Row 7 by Column 2, Row 8, and place the percentage in Column 3, Row 7.

Principal's Signature: _____

Date: _____

**2002-2003
BUDGETED AND ACTUAL EXPENDITURES - PROGRAM COMPARISON CHART
TO INCLUDE BOOSTER CLUB FUNDING**

	equipment and supplies		travel		awards		coaches' salaries (to include supplemental and extended employment)		facilities improvements		publications (if sport-specific)	
	B	E	B	E	B	E	B	E	B	E	B	E
G basketball	5000	6700	600	600	300	300	5928	5928	2500	2500	NA	NA
B basketball	5000	6500	600	640	300	300	5814	5814	2500	2500	"	"
G softball	2000	2300	480	520	200	200	2332	2332	75000	75000	"	"
B baseball	2000	2700	480	520	200	200	2332	2332	2000	2000	"	"
G cross country	1000	1000	240	280	200	200	800	800	0	0	"	"
B cross country	1000	1000	240	280	200	200	800	800	0	0	"	"
G golf	1000	1000	280	280	200	200	800	800	0	0	"	"
B golf	1000	1000	280	280	200	200	800	800	0	0	"	"
G soccer	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	"	"
B soccer	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	"	"
G swimming	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	"	"
B swimming	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	"	"


- Budget and expenditures on this 2002-2003 year report due by April 15, 2003, should reflect the total monies budgeted and spent for the entire year of 2001-2002 ending June 30, 2002.
- "B" is for budgeted dollar amounts and "E" is for actual dollar expenditures.
- Booster Club Funding/Contributions must be included in the expenditures total.

Principal's Signature: *[Signature]* Date: 4-14-04

**2002-2003
BUDGETED AND ACTUAL EXPENDITURES - PROGRAM COMPARISON CHART 2
TO INCLUDE BOOSTER CLUB FUNDING**

Teams	equipment and supplies		travel		awards		coaches' salaries (to include supplemental and extended employment)		facilities improvements		publications (if sport-specific)	
	B	E	B	E	B	E	B	E	B	E	B	E
G track	1000	1300	280	320	200	200	1272	1272	2000	2000	NA	NA
B track	1000	1300	280	320	200	200	1272	1272	2000	2000	NA	NA
G tennis	NA											
B tennis	NA											
G volleyball	1000	1200	400	400	200	200	816	816	0	0	NA	NA
B wrestling	NA											
G (list sport)	NA											
B (football)	9000	16000	450	450	200	200	5700	5700	2000	2000	NA	NA
G (list sport)	NA											
B (list sport)	NA											

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- "B" is for budgeted dollar amounts and "E" is for actual dollar expenditures.
- Booster Club Funding/Contributions must be included in the expenditures total.

Principal's Signature:  Date: 4/14/03

2002-2003 KHSAA TITLE IX ATHLETICS AUDIT

KHSAA
Form T41
Rev. 9/02

Checklist - Overall Interscholastic Athletics Program

Areas of Compliance	ADVANTAGE TO (Respond based on Internal Evaluation by checking the appropriate column.)		
	GIRLS' PROGRAM	BOYS' PROGRAM	NEITHER PROGRAM
OPPORTUNITIES			
Accommodation of Interest and Abilities			
BENEFITS			
Equipment and Supplies			✓
Scheduling of Games and Practice Time			✓
Travel and Per Diem Allowances			✓
Coaching			✓
Locker Rooms, Practice and Competitive Facilities			✓
Medical and Training Facilities and Services			NA
Publicity			✓
Support Services			✓
Athletic Scholarships			NA
Tutoring			NA
Housing and Dining Facilities and Services			NA
Recruitment of Student Athletes			NA

Principal's Signature: *Paul A. Gorkovic* Date: 4-14-03



2002-2003 INTERSCHOLASTIC ATHLETICS SURVEY

Summary of Student Responses

School Name: Powell Co. H.S.

School Enrollment: 603

Date: 4-9-03

Completed By: Monroe Jones

Instructions:

1. Summarize the Student Athletics Interest Surveys Form T-61 by listing the total number of responses on the line next to each sport.
2. Under the Other Category please provide a listing of the sports as well as the number of students who are interested in participating.
3. Please sign and date the Summary Form (T-63) and mail the Summary Form only to the KHSAA by April 15, 2003. Do not mail the student surveys (Form T-61). However, these Forms should be maintained in your files in the event they are requested subsequently.

547 Number of Surveys

502 Total Returned

8-11 Grades Surveyed

How Was The Survey Administered? 2nd Block Classes - Teachers
(e.g. was it given in all English classes, or all home rooms, or advisee/advisor?)

Fall Sports (List Total Number of Participation Responses)

20 Cross Country (Girls)

4 Cross Country (Boys)

12 Field Hockey (Girls)

112 Football (Boys)

36 Golf (Girls)

60 Golf (Boys)

36 Soccer (Girls)

60 Soccer (Boys)

120 Volleyball (Girls)

12 Volleyball (Boys)

Winter Sport (List Total Number of Participation Responses)

56 Basketball (Girls)

156 Basketball (Boys)

52 Gymnastics (Girls)

7 Indoor Track (Girls)

7 Indoor Track (Boys)

76 Swimming & Diving (Girls)

24 Swimming & Diving (Boys)

76 Wrestling (Boys)

Spring Sport (List Total Number of Participation Responses)

132 Baseball (Boys)
60 Fast Pitch Softball (Girls)
20 Slow Pitch Softball (Girls)
88 Tennis (Girls)
24 Tennis (Boys)
48 Track (Girls)
30 Track (Boys)

Other Sports (From Student Survey T-61 Question 10)

Name of Sport	Number of Students Interested In Participating
Paintball	5
Rugby	15
Pool-Billiards	1
Ding Dong	1
Chess	2
Water Polo	2
Skiing	1
croquet	1
Boxing	2

Number of Students who participate in Intramural Sports.
(From Student Survey T-61 Question 5)

Sport	Number
Swim team	3
Soccer	15
wrestling	7
Paintball	5
Hockey	3

List Intramural Sports students are interested in adding:
(From Student Survey T-61 Question 6)

Sport	Number
Pool	1
Ding Dong	1
Chess	2
Paintball	5
croquet	1
Water Polo	2
Rugby	15

Participation in Non-School Sports Activities
 (From Student Survey T-61 Question 7)

Sport	Number
Band	4
chess	2
Horseback Riding	1

Reasons for not participating in interscholastic athletics.
 (From Survey Question 8)

Response	Number
36 I prefer other activities such as band, chorus, etc.	
104 I don't have time	
52 The practice schedules and game times are inconvenient	
76 The sport I like isn't offered	
12 It's too expensive	
14 I prefer to participate in club or intramural sports	
64 Working	
72 Other	

Student Suggestions to encourage participation


1. It helps you meet friends
2. It is good for your health
3. It is fun and you have a good time

Ryan A. Crutcher
 Principal's Signature

4-14-03
 Date

School Name: Powell County H.S.

School Year: 2002-2003

Principal's Signature: 

Date: 7/1/03

2002-2003

TITLE IX

CORRECTIVE ACTION PLAN

To complete this form, indicate the intended area which needs corrective action, the suggested change and time table for implementation. You may copy this form as needed. Please attach corrective action plans along with audit forms and submit by April 15, 2003.

ITEM FOR CORRECTION	SUGGESTED CHANGE	TIME TABLE FOR CORRECTIVE ACTION
Softball Area	Fence, Lights & Dugouts	Spring 2002 Fence Completed, 2003 -2004 Lights and Dugouts to be moved back to 2004-2005 for completion because of budget cut backs
Storage	All Sports Purchased 2 large storage buildings-- 2002-2003 Maintenance built storage area in gym -2002-2003	2003 complete and continuing
Wt. Room	Post Schedule for Girls and Boys Added Additional Wt Room -Athletic Dep. And School purchased equip. for a new wt. Room in the main building	2003 2002-2003 Complete
Uniform Replacement	Rotation Plan Develop and fund a good uniform replacement plan-- we started a banner program to help with this process 2001-2002	2003 Continuing Goal 2006-2007
Prime Time Schedule for girls during basketball season	Improve the number of girls basketball games on Friday and Saturday--However, by survey girls like playing on Thursday's	2003 Completed 2003-2004 Continue
Cheerleading	Same type/level of support for boys and girls games We went to one squad this year.... Results is that this didn't work for our school --many problems--end of year no competition squad We will try to go back to two Squads and still give same level of support to both programs	Completed 2002-2003 Continuing
Increase number of female athletes	We have started freshmen girls basketball Continue to develop JV and Freshmen programs in all female sports	2001 Continuing --goal improve 3%

▪ An explanation (status report) is needed for all areas identified previously as items for correction as well as all areas currently identified as items for correction. This form shall be typed.