CDE Federal Program Monitoring 2016–17
Compensatory Education (CE)

I. Involvement

CE 01: Local Educational Agency (LEA) Parent Involvement Policy

1.0 The local governing board shall adopt and implement a policy on parent involvement. (California Education Code (EC) §§ 11500-11504, 51101(b); 20 United States Code (U.S.C.) § 6318(a)(2).)

1.1 The LEA receiving Title I, Part A funding shall develop jointly with, agree on with, and distribute to parents of participating children, a written Parent Involvement Policy describing how the LEA:

(a) Involves parents in the joint development of the LEA Plan and in the process of school review and improvement. (20 U.S.C. § 6318(a)(2)(A).)

(b) Provides coordination, technical assistance (TA), and other support to assist schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance. (20 U.S.C. § 6318(a)(2)(B).)

(c) Builds school and parent capacity for strong parental involvement. (20 U.S.C. § 6318(a)(2)(C).)

(d) Coordinates and integrates Title I, Part A parental involvement strategies with parental involvement strategies of other programs. (20 U.S.C. § 6318(a)(2)(D).)

(e) Conducts, with the involvement of parents, an annual evaluation of the content and effectiveness of the Parent Involvement Policy in improving the academic quality of the schools served, including identifying barriers to greater participation by parents in Title I activities; uses the findings of the evaluation to design strategies for more effective parental involvement; and revises, if necessary, the Title I Parent Involvement Policies. (20 U.S.C. § 6318(a)(2)(E).)

(f) Involves parents in activities of schools served by Title I. (20 U.S.C. § 6318(a)(2)(F).)

1.2 The LEA policy on parent involvement for all schools (Title I and non-Title I) in the LEA shall be consistent with the following goals and purposes: (EC §§ 11502, 11503, 11504, 11506.)

(a) Help parents develop skills to use at home that support their children's academic efforts and social development.

(b) Provide parents with techniques and strategies that they may utilize to improve their children's academic success and to assist their children in learning at home.

(c) Build consistent and effective communication between the home and the school so parents may know when and how to assist their children in learning at home.

(d) Train teachers and administrators to communicate effectively with parents.

1.3 The LEA receiving more than $500,000 in Title I, Part A funds shall reserve not less than 1 percent of its allocation to carry out 20 U.S.C. § 6318 including promoting family literacy and parenting skills. (20 U.S.C. § 6318(a)(3)(A).)

1.4 Parents of Title I students shall be involved in the decisions regarding how the 1 percent reservation for parental involvement is allotted for parental involvement activities. (20 U.S.C. § 6318(a)(3)(B).)

CE 02: School Parental Involvement Policy

2.0 With approval from the local governing board, each Title I school shall jointly develop with, and distribute to, parents of Title I students a written Parental Involvement Policy, agreed upon by such parents and updated periodically to meet the changing needs of parents and the school. (20 U.S.C. § 6318(b)(1).)

2.1 The school-level policy shall describe the means for carrying out the requirements of subsections 20 U.S.C. § 6318(c)-(f):

- Policy Involvement
- Shared Responsibilities for High Student Academic Achievement
- Building Capacity for Involvement
- Accessibility

2.2 Policy Involvement. Each Title I school shall involve Title I parents by means of the following activities:

(a) Convene an annual meeting to inform parents of participating students of the requirements of Title I and their right to be involved. (20 U.S.C. § 6318(c)(1).)

(b) Offer a flexible number of meetings. (20 U.S.C. § 6318(c)(2).)

(c) Involve parents of participating students, in an organized, ongoing, and timely way, in the planning, review, and improvement of its Title I programs and parental involvement policy. (20 U.S.C. § 6318(c)(3).)

(d) Provide parents of participating students with timely information about Title I programs. (20 U.S.C. § 6318(c)(4)(A).)

(e) Provide parents of participating students with an explanation of the curriculum, academic assessment, and proficiency levels students are expected to meet. (20 U.S.C. § 6318(c)(4)(B).)

(f) Provide parents of participating students, if requested, with opportunities for regular meetings to participate in decisions relating to the education of their children and respond to any such suggestions as soon as practicably possible. (20 U.S.C. § 6318(c)(4)(C).)

2.3 Shared Responsibilities for High Student Academic Achievement. The school-parent compact shall be jointly developed with and distributed to parents of Title I students. The school-parent compact shall outline how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and describe the means by which the school and parents will build and develop a partnership to help children achieve the state content standards.

The Compact:

(a) Describes the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables students to meet the state standards. (20 U.S.C. § 6318(d)(1).)

(b) Describes the parents' responsibility to support their children's learning. (20 U.S.C. § 6318(d)(1).)

(c) Addresses the importance of ongoing communication between parents and teachers through, at a minimum, annual conferences, reports on student progress, reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities. (20 U.S.C. § 6318(d)(2).)

2.4 Building Capacity for Involvement. To build capacity for involvement of parents, each school and LEA shall:

(a) Assist parents in understanding academic content and achievement standards and assessments and how to monitor and improve the achievement of their children. (20 U.S.C. § 6318(e)(1).)

(b) Provide materials and training to help parents work with their children to improve their children's achievement. (20 U.S.C. § 6318(e)(2).)

(c) Educate staff, with the assistance of parents, in the value of parent contributions and how to work with parents as equal partners. (20 U.S.C. § 6318(e)(3).)

(d) Coordinate and integrate parental involvement with other programs and conduct activities that encourage and support parents in more fully participating in the education of their children. (20 U.S.C. § 6318(e)(4).)

(e) Distribute information related to school and parent programs, meetings, and other activities to the parents of participating students in a format and, to the extent practicable, in a language the parents understand. (20 U.S.C. § 6318(e)(5).)

(f) Provide such other reasonable support for parental involvement activities under this section as parents may request. (20 U.S.C. § 6318(e)(1).)

2.5 Accessibility. Each school and LEA shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory students including providing information and school reports required under Section 6311 in a format and, to the extent practicable, in a language such parents understand. (20 U.S.C. § 6318(f).)

CE 03: Private School Consultation and Participation

3.0 In order to ensure a timely and meaningful consultation about Title I, Part A programs in private schools, the LEA shall annually contact officials at private schools serving students from the LEA's enrollment area to provide eligible students, their teachers, and families an opportunity to participate on an equitable basis in the services and activities. LEAs shall consult with nonprofit private schools serving eligible students pursuant to Elementary and Secondary Education Act (ESEA) Section 1115(b) to ensure that eligible private school students are provided an opportunity to participate in the Title I program. (20 U.S.C. § 6320.)

3.1 For participating private schools, the LEA consulted with appropriate private school officials during the design and development of the program concerning the following: (20 U.S.C. § 6320.)

(a) Identification of students' needs. (20 U.S.C. § 6320(b)(1)(A).)

(b) What services will be offered. (20 U.S.C. § 6320(b)(1)(B).)

(c) How, where, and by whom the services will be provided, including services by a third party provider. (20 U.S.C. § 6320(b)(1)(C).)

(d) How the services will be academically assessed and how the results of the assessment will be used to improve those services. (20 U.S.C. § 6320(b)(1)(D).)

(e) The size and scope of services and the proportion of funds allocated. (20 U.S.C. § 6320(b)(1)(E).)

(f) The method and sources of data to determine the number of low-income private school students from eligible attendance areas. (20 U.S.C. § 6320(b)(1)(F).)

(g) How and when decisions will be made regarding the delivery of services to private school children.

(h) Reasons for not using a contractor preferred by private school officials. (20 U.S.C. § 6320(b)(1)(H).)

(i) The right to complain to the California Department of Education (CDE) concerning Title I, Part A programs. (20 U.S.C. § 6320(b)(5)(A).)

3.2 The consultation includes meetings of LEA and private school officials and occurs before the LEA makes any decision that affects the opportunities of eligible private school children to participate in the Title I program. The consultation meetings continue throughout implementation and assessment of Title I services. (20 U.S.C. § 6320(b)(2).)

3.3 The LEA does not delegate the consultation responsibility for program design and development to the third party providers or private school officials. (20 U.S.C. §§ 6320(b)(1)(B), 6320(d)(2)(B); 34 Code of Federal Regulations (CFR) §§ 200.63, 200.64(b)(3)(ii).)

3.4 The LEA maintains a written affirmation signed by the participating private schools that the required consultation has occurred. (20 U.S.C. § 6320(b)(4); 34 CFR § 200.63(e)(1).)

3.5 For participating private schools, the LEA provides equitable educational services and benefits to address the needs of eligible private school students, their teachers, and their families. (20 U.S.C. § 6320(a)-(c); 34 CFR § 200.65; 5 California Code of Regulations (CCR) § 3943.)

(a) Educational services are provided in a timely manner. (20 U.S.C. § 6320(a)(3).)

(b) The LEA expends equal per-pupil amounts for educational services and other benefits for eligible private and public school students. (20 U.S.C. § 6320(a)(4).)

(c) Educational services provided by the LEA are secular, neutral, and non-ideological. (20 U.S.C. § 6320(a)(2).)

(d) Teachers of Title I, Part A students in private schools participate on an equitable basis in professional development (PD) activities. (20 U.S.C. § 6320(a)(1).)

(e) The LEA applies an equitable low-income measure to calculate the number of students in private schools. (20 U.S.C. § 6320(c)(1).)

(f) Parents participate on an equitable basis in parental involvement services and activities. (20 U.S.C. § 6320(a)(1).)

II. Governance and Administration

CE 04: Monitoring the LEA Plan

4.0 An LEA operating ESEA Title I programs shall implement, monitor, and review the effectiveness of efforts described in the approved LEA Plan to help low-achieving children meet challenging academic achievement standards. (20 U.S.C. §§ 6312(b)(1)(A), (B), (d)(3), 6316(a)(1)(D).)

4.1 The LEA shall periodically review and, as necessary, revise its plan, which shall remain in effect for the duration of the LEA's participation under this part. (20 U.S.C. § 6312(d)(2), (3).)

CE 05: LEA in Program Improvement (PI), Revise LEA Plan

5.0 No later than three months after being identified as PI, the LEA shall revise its LEA Plan in consultation with parents, school staff, and others. (20 U.S.C. § 6316(c)(7)(A); 34 CFR § 200.52(a)(1) and (2).)

5.1 The LEA shall implement the LEA improvement plan—including any revised plan—expeditiously but not later than the beginning of the school year following the year in which the LEA administered the assessments that resulted in the LEA's identification for improvement. (20 U.S.C. § 6316(c)(7)(B); 34 CFR § 200.52(a)(4); EC § 52055.57(b)(1)(C).)

CE 06: LEA TA to PI schools

6.0 An LEA with schools in PI shall ensure the provision of TA as the school develops and implements the Single Plan for Student Achievement (SPSA). (20 U.S.C. §§ 6312(b)(1)(L); 6316(b)(4)(A), (B), (C).)

6.1 The TA shall be provided by an LEA or an entity approved by the LEA and shall be based on scientifically based research and include the following: (20 U.S.C. § 6316(b)(4)(C).)

(a) Assistance in analyzing data from the assessments and other examples of student work to identify and address problems in instruction and problems, if any, in implementing the parental involvement requirements, the PD requirements, and the responsibilities of the school and LEA under the SPSA and to identify and address solutions to such problems. (20 U.S.C. § 6316(b)(4)(B)(i).)

(b) Assistance in identifying and implementing PD, instructional strategies, and methods of instruction that are grounded in scientifically based research and that have proven effective in addressing the specific instructional issues that caused the school to be identified for PI. (20 U.S.C. § 6316(b)(4)(B)(ii).)

(c) Assistance in analyzing and revising the school's budget so that the school's resources are more effectively allocated to the activities most likely to increase student academic achievement and to remove the school from PI. (20 U.S.C. § 6316(b)(4)(iii).)

CE 07: SSC Composition

7.0 The SSC is composed of the following members selected by peers. (EC §§ 52852, 64001(g).)

(a) In elementary schools, half the members shall consist of the principal, classroom teachers, and other school personnel. Classroom teachers shall make up a majority of this group. The remaining half of the members shall consist of parents or other community members selected by parents.

(b) In secondary schools, half of the members shall consist of the principal, classroom teachers, and other school personnel. Classroom teachers shall make up a majority of this group. The remaining half of the members shall consist of equal numbers of students selected by students, and parents or other community members selected by parents.

CE 08: SSC Approves SPSA

8.0 The SSC shall annually develop, review, update, and approve the SPSA, including proposed expenditures. The SPSA contains:

(a) An analysis of academic performance data to determine students' needs. (EC § 64001(f).)

(b) School goals to meet the identified academic needs of students. (EC § 64001(f).)

(c) Allowable educational activities that are reasonable and necessary to achieve school goals with funds that are allocated to the school through the Consolidated Application and Reporting System (CARS). (2 CFR §§ 200.403(a).)

(d) The means of annually evaluating the progress of programs toward accomplishing the goals, including determining whether the needs of all children have been met by the strategies used, particularly the needs of low-achieving students and those at risk of not meeting state academic content standards.(EC § 64001(f), (g), (h); 20 U.S.C. §§ 6314(b)(1), (2), 6315(c)(2).)

8.1 The local governing board shall review and approve the SPSA annually and whenever there are material changes to the plan, such as when the school is designated as PI. (EC § 64001(g).)

8.2 The SPSA shall be consistent with goals of the LEA Plan. (EC § 64001(h).)

Parent Involvement

8.3 The parent involvement program shall be integrated into the SPSA, including the use of the 1 percent reservation for parent involvement activities for LEAs receiving $500,000 or more. (EC §§ 11502, 11503, 11504; 20 U.S.C. § 6318(a).)

All Title I Schools

8.4 The SPSA shall include scientifically based instructional strategies to address the needs of participating students, particularly the needs of low-achieving students and those at risk of not meeting the state student academic content standards. (20 U.S.C. §§ 6314(b)(1)(B)(ii), 6315(c)(1)(C).)

8.5 The scientifically based strategies shall strengthen the core academic program in the school, increase the amount and quality of learning time, help provide an enriched and accelerated curriculum, and include strategies for meeting the educational needs of historically underserved populations. (20 U.S.C. §§ 6314(b)(1)(B), 6315(c)(1)(C).)

8.6 Yearly student academic assessments and other student performance data for all students and subgroups shall be used to develop the instructional support program in the SPSA. (20 U.S.C. §§ 6311(b)(1)(C), 6311(b)(3), 6314(b)(1)(A), 6314(b)(1)(B), 6315(c)(1); EC § 64001.)

8.7 The SPSA shall include strategies to increase parental involvement and provide individual student academic assessment results, and an interpretation of those results, in a language the parents understand. (20 U.S.C. §§ 6314(b)(1)(F), 6314(b)(2)(A)(iv), 6315(c)(1)(G).)

8.8 The SPSA shall include, as applicable, plans for assisting preschool children in the transition to local elementary school programs. (20 U.S.C. §§ 6314(b)(1)(G), 6315(c)(1)(D).)

8.9 The SPSA shall include coordination and integration of federal, state, and local services and programs. (20 U.S.C. §§ 6314(b)(1)(J), 6315(c)(1)(H).)

8.10 The plan shall include strategies to attract qualified teachers. (20 U.S.C. §§ 6314(b)(1)(E), 6315(c)(1)(E).)

Targeted Assistance Schools (TAS) Program

8.11 The TAS program shall use scientifically based methods and strategies to deliver an instructional program that provides extended learning time and minimizes removing students from the regular classroom during regular school hours. (20 U.S.C. § 6315(c)(1)(C).)

Schoolwide Program (SWP)

8.12 The Title I SWP school shall use a comprehensive needs assessment of the entire school to develop the SPSA. (20 U.S.C. § 6314(b)(1)(A).)

8.13 For SWP schools, the SPSA shall include measures to include teachers in the decisions regarding the use of academic assessments to provide information on, and to improve, the achievement of individual students and the overall instructional program. (20 U.S.C. § 6314(b)(1)(H).)

8.14 For SWP schools, the school shall submit to the LEA, along with the SPSA, any parent comments of dissatisfaction with the plan. (20 U.S.C. §§ 6314(b)(2)(A)(i), (ii), 6318(c)(5).)

8.15 For SWP schools, the school plan shall remain in effect for the duration of the school's participation under this part and is reviewed and revised as necessary. (20 U.S.C. § 6314(b)(2)(B)(iii).)

CE 09: Provides Notices in Parents' Primary Languages

9.0 The LEA must provide parents with information on school and parent activities in a format and, to the extent practicable, in a language the parents can understand. (20 U.S.C. § 6318(e)(5).)

9.1 When 15 percent or more of students enrolled in a public school speak a primary language other than English, as determined by language census data from the preceding year, all notices, reports, statements, and records sent to parents of such students are written in English and the primary language. (EC § 48985.)

CE 10: PI Schools: Corrective Actions

10.0 For schools in PI Years 3–5, the LEA must implement one of the corrective actions in PI Year 3, planned for alternative governance in PI Year 4, and implement the alternative governance in PI Year 5.

10.1 For schools in PI Year 3, the LEA must select and implement one of the following corrective actions (20 U.S.C. § 6316(b)(7)(C)(iv).):

(a) Replace the school staff who are relevant to the failure to make progress.

(b) Institute and fully implement a new curriculum, including providing appropriate PD, based on scientific research and offering substantial promise of improving educational achievement for low-achieving students and enabling the school to make progress.

(c) Significantly decrease management authority at the school level.

(d) Appoint an outside expert to advise the school on its advancement toward making progress based on the SPSA.

(e) Extend the school year or school day.

(f) Restructure the internal organizational structure of the school.

10.2 For schools in PI Year 4, the LEA must plan for the implementation of one of the following alternative governance arrangements for the school and must implement the plan in PI Year 5 (20 U.S.C. § 6316(b)(8).):

(a) Reopen the school as a charter school.

(b) Replace all or most staff who are relevant to the failure to make progress.

(c) Contract with an outside entity to manage the school.

(d) Turn the operation of the school over to the state.

(e) Identify other major restructuring of the school's governance arrangement that makes fundamental reforms.

10.3 For schools in PI Year 4 and Year 5, the LEA shall provide prompt notice to teachers and parents. (20 U.S.C. § 6316(b)(8)(C)(i).)

10.4 For schools in PI Year 4 and Year 5, the LEA shall provide teachers and parents with the opportunity to (20 U.S.C. § 6316(b)(8)(C)(ii).):

(a) Comment before it takes action on alternative governance.

(b) Participate in developing any alternative governance plan.

CE 11: Title I for Supplemental Language Instruction

11.0 Each LEA using Title I, Part A funds to provide a language instruction educational program as determined in Title III shall meet parent notification requirements for parents of limited English proficient children identified for participation or participating in such a program. The notification requirements shall be provided in a language that the parents can understand. (20 U.S.C. § 6312(g).)

11.1 The LEA shall, no later than 30 days after the beginning of the school year, inform a parent or parents of a limited English proficient child identified for participation or participating in such a program of the following:

(a) Reasons for the student's identification as limited English proficient and the need to participate in English language development (ELD). (20 U.S.C. § 6312(g)(1)(A)(i).)

(b) Student's level of English proficiency, the means of assessment, and the status of the student's academic achievement. (20 U.S.C. § 6312(g)(1)(A)(ii).)

(c) Methods of instruction used in the program and in all other available programs, including how such programs differ in content, instructional goals, and the use of English and native language instruction. (20 U.S.C. § 6312(g)(1)(A)(iii).)

(d) How the program will meet the educational strengths and needs of their student. (20 U.S.C. § 6312(g)(1)(A)(iv).)

(e) How the program will help their student learn English and meet age-appropriate academic achievement standards for grade promotion and graduation. (20 U.S.C. § 6312(g)(1)(A)(v).)

(f) Specific exit requirements of the program. (20 U.S.C. § 6312(g)(1)(A)(vi).)

(g) In the case of a child with a disability, how the program meets the objectives of the individualized education program of the student. (20 U.S.C. § 6312(g)(1)(A)(vii).)

(h) Information including written guidance pertaining to parental rights about child enrollment in the language instruction educational program. (20 U.S.C. § 6312(g)(1)(A)(viii).)

11.2 The LEA that has failed to make progress on the annual measurable achievement objectives shall, within 30 days of when such failure occurs, separately inform parents of students participating in the language instruction educational program of the LEA's failure. (20 U.S.C. § 6312(g)(1)(B).)

11.3 For those children who have not been identified as limited English proficient prior to the beginning of the school year, the LEA shall notify parents within the first two weeks of the child's placement in the language instruction educational program. (20 U.S.C. § 6312(g)(1)(B)(3).)

11.4 The LEA shall implement effective means of outreach to parents of limited English proficient students to inform the parents how they can be involved in the education of their children and be active participants in assisting their children to attain English proficiency, achieve at high levels in core academic subjects, and meet challenging academic content standards expected of all students, including holding, and sending notice of opportunities for, regular meetings for the purpose of formulating and responding to recommendations from parents of students. (20 U.S.C. § 6312(g)(1)(B)(4).)

III. Funding

CE 12: LEA Disburses Funds Consistent with Consolidated Application and Reporting System (CARS)

12.0 The LEA must disburse Title I, Part A and Economic Impact Aid/State Compensatory Education (EIA/SCE) funds in accordance with the approved CARS. (EC §§ 64000(b), (c), 64001(g); 20 U.S.C. § 6301 et seq.)

12.1 For programs funded by Title I, Part A and EIA/SCE, the LEA must use no less than 85 percent of those apportionments at school sites for direct services to students. (EC §§ 54420, 63001.)

12.2 The LEA must expend Title I, Part A funds reserved in CARS for the stated and approved purpose of the reservation. (20 U.S.C. §§ 6313(a)(1), 6313(c)(3), 6316(b)(3)(A)(iii)(I), 6316(b)(10), 6316(c)(7)(A)(iii), 6318(a)(3)(A).)

(EC § 62002; Office of Management and Budget Circular: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards [OMB OMNI Circular].)

12.3 The LEA must have written assurances showing comparability of services across district schools. The assurances must address the following items: (1) LEA salary schedule; (2) ensure equivalence among schools in teachers, administrators, and other staff; and (3) ensure equivalence among schools in the provision of curriculum materials and instructional supplies. (20 U.S.C §§ 6321.)

12.4 The LEA must maintain records that are updated biennially to demonstrate compliance and maintain data to support allowable exclusions of funds and/or staff from the calculations; evidence that schools skipped for Title I funding and locally-funded charter schools have been included in the calculation; and evidence that data for staff and students were collected on the same date. (20 U.S.C. §§ 6321.)

12.5 The LEA must allocate Title I, Part A funds to eligible sites only to supplement, and not supplant, state and local funds. (20 U.S.C. §§ 6321(b)(1), (d).)

12.6 The LEA must properly charge and document allowable salaries and wages that are reasonable and necessary in accordance with applicable Title I, Part A program requirements. (2 CFR §§ 200.403(a), 200.430(i).)

CE 13: LEA Equipment Inventory

13.0 The LEA spending Title I, Part A funding on equipment must maintain a historical inventory record for each piece of equipment with an acquisition cost of $500 or more per unit. The record describes the acquisition by:

(a) Type/description

(b) Model/name

(c) Serial number

(d) Funding source

(e) Acquisition date

(f) Cost

(g) Location

(h) Current condition

(i) Transfer, replacement, or disposition of obsolete or unusable equipment (EC § 35168; 5 CCR § 3946; 34 CFR § 80.32(d)(1).)

13.1 The school district must conduct a physical check of the inventory of equipment within the past two years and reconcile the result with inventory records. (34 CFR § 80.32(d)(2).)

CE 14: LEA in PI: Reservation for Profesional Development (PD)

14.0 The LEA in PI must reserve and spend not less than 10 percent of Title I, Part A funds for PD for instructional staff and may include the 10 percent reservation for high-quality PD required for PI schools for teachers, principals, and other instructional staff, as appropriate. (20 U.S.C. § 6316(c)(7)(A)(iii); 34 CFR §§ 200.52(a)(3)(iii), 200.41(c)(5).)

CE 15: Private Schools: LEA Control of Funds

15.0 For private schools, the LEA shall administer and maintain control of funds, materials, equipment, and property. (20 U.S.C. § 6320(d)(1) and (2).)

15.1 The LEA shall provide funding to serve eligible private school students residing in an eligible public school attendance area even if the LEA did not allocate Title I, Part A funds to that public school. (20 U.S.C. § 6313(b)(2).)

15.2 The employees of the LEA, or third party providers providing Title I services and the contracts for such services, shall be under the control and supervision of the LEA. (20 U.S.C. § 6320(d)(2)(B).)

15.3 Title I services to students in private schools must be provided by individuals or organizations independent of the private school attended by those students. (20 U.S.C. § 6320(d)(2)(B).)

CE 16: CE Early Childhood Development

16.0 If the LEA uses Title I, Part A funds to provide early childhood development services to low-income children below the age of compulsory school attendance, the services must comply with the established performance standards established under the Head Start Act. (20 U.S.C. § 6312(c)(1)(G).)

IV. Standards, Assessment, and Accountability

CE 17: LEA Posts School Accountability Report Card (SARC)

17.0 The LEA must annually issue and update a SARC for each school in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand, that contains all required elements, including (20 U.S.C. § 6311(h)(2)(A) and (E); EC §§ 33126, 35256.):

(a) The number and percentage of schools identified for PI. (20 U.S.C. § 6311(h)(2)(B)(i)(I).)

(b) How long the school has been identified for PI. (20 U.S.C. § 6311(h)(2)(B)(i)(I).)

(c) The student achievement on statewide academic assessment compared to students in the state. (20 U.S.C. § 6311(h)(2)(B)(i)(II).)

(d) If the school has been identified for PI. (20 U.S.C. § 6311(h)(2)(B)(ii)(I).)

(e) Student achievement on statewide academic assessments and other indicators of adequate yearly progress compared to students in the LEA and the state. (20 U.S.C. § 6311(h)(2)(B)(ii)(II).)

(f) Estimated expenditures per pupil and types of services funded. (EC § 33126(b)(3).)

(g) Contact information pertaining to organized opportunities for parental involvement. (EC § 33126(b)(15).)

(h) The total number of the school's fully credentialed teachers;The number of teachers relying upon emergency credentials;The number of teachers working without credentials; Any assignment of teachers outside other subject areas of competence; Misassignments, including misassignments of teachers of ELs, and; The number of vacant teacher positions for the most recent three-year period. (EC § 33126(b)(5).)

17.1 The LEA shall publicize the SARC for each school, and notify parents or guardians of students that a hard copy will be provided upon request. The LEA that is connected to the Internet shall make the information contained in the SARC accessible on the Internet and make the information widely available through public means. (20 U.S.C. § 6311(h)(2)(E); EC §§ 35256(c), 35258.)

CE 18: LEA Evaluates Effectiveness of Programs

18.0 The LEA shall annually evaluate the effectiveness of the activities funded by the Title I and EIA/SCE programs using academic assessment criteria developed by the local governing board as described in the LEA Plan, including the results from state assessments and other available measures to determine whether schools are making progress. (20 U.S.C. §§ 6312(b)(1)(A)(i), (ii), (iii), 6316(a)(1)(A), (B), 6316(a)(1)(D); 5 CCR § 3942.)

18.1 The LEA must publicize and disseminate the results of the local annual review to parents, teachers, principals, schools, and the community so that the teachers, principals, other staff, and schools can continually refine, in an instructionally useful manner, the program of instruction to help all children served to meet the challenging state academic standards. (20 U.S.C. § 6316(a)(1)(C).)

18.2 The LEA must review the effectiveness of the actions and activities included in the LEA Plan and the SPSA; and the LEA must use the evaluation to improve the educational programs with respect to parental involvement, PD, and other activities. (20 U.S.C. § 6316(a)(1)(D); EC § 64001(g).)

18.3 The LEA must assist schools in developing and implementing school plans and identifying high-quality and effective curricula to meet state academic content standards. (20 U.S.C. § 6312(c)(1)(C), (O).)

PI Schools

18.4 The LEA must annually evaluate the effectiveness of actions and activities conducted by schools in PI. (20 U.S.C. § 6316(a), 6316(b)(3)(C), 6316(b)(4)(A).)

Private Schools

18.5 The LEA must annually assess services to Title I, Part A students in private schools and discuss how assessments will be used to improve those services. (20 U.S.C. § 6320(b)(1)(D).)

CE 19: SSC Annually Evaluates SPSA Services

19.0 The SSC shall annually evaluate the goals and strategies described in the SPSA funded by the Title I and EIA/SCE programs to determine if the needs of all children have been met, particularly the academic achievement needs of low-achieving students and those at risk of not meeting the state's student academic achievement standards. The evaluation shall include a general framework of accepted evaluation procedures to provide adequate information for the SSC to carry out these responsibilities. (20 U.S.C. §§ 6314(b)(1), (2), 6315(c)(2); EC § 64001(f), (g); 5 CCR §§ 4422.)

19.1 In Title I TAS the SSC shall review, on an ongoing basis, the progress of participating students and revise the targeted assistance program, if necessary, to provide adequate assistance to enable them to meet the state's student academic standards. (20 U.S.C. §§ 6315(c)(2).)

19.2 In Title I SWP schools, the SPSA shall describe how the school will implement all components of the SWP. (20 U.S.C. §§ 6314(b)(1), (2).)

19.3 For all schools, the SPSA goals shall be based on an analysis of verifiable data. (EC § 64001(f).)

V. Staffing and Professional Development

CE 20: Teacher Requirements

20. LEAs will ensure that all teachers working in Title I funded schools meet applicable state certification and licensure requirements. (20 U.S.C. § 6312(c)(6).)

20.1 The LEA plan shall describe how the LEA will identify and address any disparities that result in low-income students and minority students being taught at higher rates than other students by ineffective, inexperienced, or out-of-field teachers. (20 U.S.C. § 6312(b)(2).)

CE 21: Paraprofessionals Meet Qualifications

V-CE 21. Paraprofessionals working in a program supported with Title I funds must have a secondary school diploma, or its recognized equivalent, and possess at least one of the following qualifications: (ESEA § 1119(c)(d).)

(a) They have completed at least two years of study at an institution of higher education.

(b) They have obtained an associate's or higher degree.

(c) They have met a rigorous standard of quality and can demonstrate, through a locally determined academic assessment, knowledge of and the ability to assist in instructing reading, writing, and mathematics (or readiness in those subjects, as appropriate).

21.1. Paraprofessionals assigned to programs supported by Title I funds must provide instructional services under the direct supervision of a qualified teacher. (ESEA § 1119(g)(3)(A).)

CE 22: School Resources for PD

22.0 The school must devote sufficient resources to high-quality and ongoing PD for staff and parents, as appropriate, that improves instruction and enables all public school students to reach proficiency on state academic content standards. (20 U.S.C. §§ 6314(a)(4), 6314(b)(1)(D), 6315(e)(3), 6320(a)(1).)

22.1 When Title I funds are reserved for PD, the LEA must allocate an equitable amount to provide PD for private school teachers to better serve the academic needs of Title I participants. (20 U.S.C. §§ 6314(a)(4), 6314(b)(1)(D), 6315(c)(1)(F), 6315(e)(3), 6320(a)(1).)

22.2 A school identified for PI must devote not less than 10 percent of the school's Title I, Part A funds for PD that, among other requirements, directly addresses the academic achievement problem that caused the school to be identified for school improvement. (20 U.S.C. § 6316(b)(30)(A)(iii)(I).)

CE 23: TAS: Staff Duties Equivalent to Non-Title I

23.0 In a TAS, Title I funded staff members shall assume duties assigned to non-Title I funded staff only if the assignment is similar and the amount of time spent on such duties is equivalent to that of similar personnel. (20 U.S.C. § 6315(d)(2).)

VI. Opportunity and Equal Educational Access

CE 24: Objective Criteria Identifying Students

24.0 For TAS and private schools, the local governing board must establish and the schools must use multiple, educationally related, and objective criteria to identify students eligible for services. (20 U.S.C. § 6315(b)(2), 6320(b)(1); 5 CCR § 3942.)

24.1 The Title I, Part A program shall serve eligible students in TAS and in private schools utilizing the following Title I eligibility criteria (20 U.S.C. § 6315(b)(1)(B), 6320(b)(1).):

(a) Preschool through grade two: identification solely on the basis of such criteria as teacher judgment, interviews with parents, and developmentally appropriate measures.

(b) Grades three through twelve: identification of those who are failing, or are most at risk of failing, to meet the state's academic content standards.

2016-17 CE Evidence Requests

Annual distribution of District-level Parent Involvement Policy

AnlDstrbtnDstrctLvlPrntInvlvmntPlcy

Description: Evidence to show how the District-level Parent Involvement Policy has been annually distributed to parents of Title I, Part A students.

Item Instructions:

Related Items: CE 01

Annual distribution of school-level Parental Involvment Policy

AnlDstrbtnSchlLvlPrntlInvlvmntPlcy

Description: Evidence to show how the school-level Parental Involvement Policy has been annually distributed to parents of Title I, Part A students.

Item Instructions:

Related Items: CE 02

Comparability calculation forms and supporting data

CmpbCalcFrmsData

Description: Current completed LEA comparability calculation form with data; see CDE web page for information: http://www.cde.ca.gov/sp/sw/t1/compar.asp.

Item Instructions:

Related Items: CE 12

Local board-approved policy and procedures for Title I, Part A comparability requirements

CmprReqBrdApvdPlcy

Description: Actual board policy regarding Title I, Part A comparability with procedures for carrying out the policy.

Item Instructions:

Related Items: CE 12

Credentials of certificated staff supervising paraprofessionals

CrtfctdStfSprvsngPrprfCrd

Description: List of certificated teachers in all reviewed schools who supervise a paraprofessional, with teacher credential listed.

Item Instructions:

Related Items: CE 21

Certificated staff and credentials

CrtStfCrdnt

Description: For each sample school, upload a table of teachers and credentials containing: name, credential(s), current assignment(s), and years of experience.

Item Instructions:

Related Items: CE 20

Duty Statements/Job Descriptions

DtyStmntJobDscrp

Description: Duty statements or job descriptions for each staff funded all or in part with Title I funds at the District level and at each reviewed school.

Item Instructions:

Related Items: CE 12

Early Childhood Development curriculum alignment with Head Start Program Performance Standards

ECDevlpmntCurclm

Description: Evidence that LEA's Title I funded Early Childhood Development curriculum meets or aligns with Head Start Program Performance Standards: http://www.cde.ca.gov/sp/sw/t1/headstartstand.asp.

Item Instructions:

Related Items: CE 16

Early Childhood Development Lesson Plan documentation

ErlyChldhdDvlpLsnPln

Description: Documentation of LEA's Title I funded Early Childhood Development lesson plans that meet or align with Head Start Program Performance Standards: http://www.cde.ca.gov/sp/sw/t1/headstartstand.asp.

Item Instructions:

Related Items: CE 16

Evidence of Consultation

EvdncCnsltn

Description: Documents to show the LEA consulted with the private school to develop the educational program.

Item Instructions:

Related Items: CE 03, RS 01

Funding allocations for Title I private school services

FndngAlctnsTtlIPrvtSchlSrvcs

Description: Budget report showing funds for private school services.

Item Instructions:

Related Items: CE 15

General Ledger

GnLdgr

Description: Detailed General Ledger for the specific resource code(s) being reviewed. The General Ledger should include the date, description, vendor name, and total amount for each expenditure line item.

Item Instructions: CE 12: Resource Code 3010-Upload General Ledger for Title I funded expenditures during reviewed school year at the District level and for each reviewed school.

Related Items: CE 12, CTE 05, FM 01, FM 02, FM 03, FM 04, FM 05, FM 06, AE 03, ME 07, ITQ 03, ITQ 04

Inventory physical check

InvntryPhsclChck

Description: Evidence to show the District office and each sample school had a physical check of equipment funded by Title I, Part A at least once every two years.

Item Instructions:

Related Items: CE 13

Inventory records

InvntryRcrds

Description: Spreadsheet of equipment purchased. If no purchases were made, then indicate that in the comment section. Only upload inventory lists that correspond with each specific program instrument.

Item Instructions: CE 13: For the District office and each reviewed site with all required elements, clearly titled columns, and a record of a physical check of the equipment within the past two years.

Related Items: CE 13, HE 08, NorD 08

LEA board policy establishing Title I student identification criteria

LEABrdPlcyTtlIStdntIDCrt

Description: Board policy establishing identification criteria for eligibility in TAS and private non-profit schools. If sample schools are not TAS, respond to the requirements for private non-profit schools only.

Item Instructions:

Related Items: CE 24

LEA Plan

LEAPln

Description: Copy of the current approved Plan and include page references for each instrument item using the description.

Item Instructions: CE 04: The current LEA Plan most recently approved by the local governing board, which should be reviewed periodically and updated to reflect current programs.

CE 05: The LEA Plan which was revised in LEA PI Year 3 and approved by the local governing board.

CE 06: The LEA Plan which was revised in LEA PI Year 3 and approved by the local governing board.

CE 11: Current LEA Plan and indicate pages where Title I expenditures for Title III language instruction for English Learner (EL) students is indicated.

Related Items: CE 04, CE 05, CE 06, CE 11, ITQ 01, ITQ 02, ITQ 03, ITQ 04

LEA Plan Addendum

LEAPlnAdndm

Description: LEA Plan Addendum completed in LEA PI Year 1.

Item Instructions:

Related Items: CE 05

LEA Plan implementation and monitoring documents

LEAPlnImplMntDcmt

Description: Materials from local governing board and other LEA documents providing evidence of implementation monitoring of the District program funded by Title I in the LEA Plan.

Item Instructions:

Related Items: CE 04, CE 05

Consultation records with parents, staff, and others for LEA Plan revision: agendas/minutes, sign-in

LEAPlnRvsnCnsltnRcrds

Description: Input regarding LEA Plan from SSC and other councils or groups representing parents and school staff at the LEA and school levels.

Item Instructions:

Related Items: CE 05

Record of dissemination of LEA Program Evaluation

LEAPrgrmEvltnDsmntn

Description: Evidence of dissemination of materials such as District Web site, parent letters, TA for teachers, presentations to the SSC, local governing board, District/school staff, and parents and community members.

Item Instructions:

Related Items: CE 18

LEA parent involvement administrative regulations

LEAPrntAdmnReg

Description: LEA parent involvement administrative regulations. See sample administrative regulations (AR6020) at: http://www.cde.ca.gov/ls/pf/pf/.

Item Instructions:

Related Items: CE 01

LEA Parent Involvement Policy

LEAPrntInvlvmntPlcy

Description: Current version. This may be included in the Board Policy, Administrative Regulations, Parent handbook, or LEA Plan.

Item Instructions: CE 01: LEA level Parent Involvement Policy. See sample LEA policy (BP6020) at: http://www.cde.ca.gov/ls/pf/pf/.

Related Items: CE 01, HE 01, EL 01

LEA qualification requirements for paraprofessionals

LEAQualRqmtPrprfl

Description: Your LEA's qualifications for paraprofessionals. This must be 21 a, b, or c.

Item Instructions:

Related Items: CE 21

LEA summary budget and expenditure reports for LEA Title I funds for EL instruction

LEASmryBdgtELInstrn

Description: Summary budget/expenditure report which clearly identifies Title I funds spent for Title III language instruction for EL students by the LEA.

Item Instructions:

Related Items: CE 11

LEA Title I summary budget and expenditure reports for school level PD

LEASmryBdgtPD

Description: Title I summary budget/expenditure report which clearly identifies funds spent on and to be spent on PD intended to benefit the reviewed schools sorted by site, object, and resource codes.

Item Instructions:

Related Items: CE 22

LEA summary budget and expenditure reports for Title I, Part A services to private schools

LEASmryBdgtPvtSchl

Description: Reports identifying funds spent/to be spent on Title I, Part A services to private schools sorted by site, object, and resource codes. Evidence of LEA review and approval of these expenditures.

Item Instructions:

Related Items: CE 15

LEA summary budget and expenditure reports for all Title I, Part A LEA reservations and site allocat

LEASmryBdgtRsrvtn

Description: For the District office, upload an expenditure report for all LEA Title I required and allowable reservations and sorted by object and resource codes. For each reviewed school, upload an expenditure report that matches the school site allocation as indicated in CARS. Include amounts sorted by school site, resource, and object.

Item Instructions:

Related Items: CE 12, CE 14

LEA Title I Program Evaluation

LEATtlIPrgmEval

Description: LEA Title I Program Evaluation to determine the effectiveness of programs and services specified in the LEA Plan/Addendum and SPSAs.

Item Instructions:

Related Items: CE 18

LEA Title I 10 percent required reservation for PI LEA PD

LEATtlIRsrvtn

Description: Budget/expenditure reports reflecting 10 percent reservation for PD allocated in CARS, identifying funds which were expended and are to be expended on PD sorted by site, object, and resource codes.

Item Instructions:

Related Items: CE 14

Personnel Activity Reports (PARs)

PAR

Description: Personnel Activity Reports (PARs) for the agency and selected sites with positions funded with Categorical Program funds.

Item Instructions: CE 12: If applicable, PAR for each staff funded in part with Title I funds at the District level and at each reviewed school during the reviewed school year.

Related Items: CE 12, CTE 05, CTE 06, FM 01, FM 03, HE 10, NorD 12, EL 12, ME 07, ME 09

PD activities, agendas, and evaluations

PDActvAgndEval

Description: Evidence of actual supplemental PD activities funded with the required 10 percent PI LEA PD reservation, including PD calendar, sample descriptive materials, sign-in sheets, agendas, and evaluations.

Item Instructions: CE 14: Evidence of actual supplemental PD activities funded with the required 10 percent PI LEA PD reservation, including PD calendar, sample descriptive materials, sign-in sheets, agendas, and evaluations.

CE 22: Descriptive evidence of PD such as activity material, PD calendar, agendas, and evaluations for each reviewed school.

Related Items: CE 14, CE 22

PI Year 3 End-of-Year Evidence of Progress report

PIYr3EoyEvdncPrgsRpt

Description: End-of-Year Evidence of Progress report on implementation of strategies and actions in the LEA Plan. Use the document which is required for LEAs in PI Year 3 and 3+.

Item Instructions:

Related Items: CE 05, CE 06, CE 18

Parent committee meeting agendas, minutes, and sign-in sheets

PrntCmtMtgAgnd

Description: Parent Involvement Policy input from School Site Council (SSC) and other groups, evidence of distribution of policy, and evidence of parent involvement activities, such as annual Title I meetings.

Item Instructions:

Related Items: CE 01

Parent evaluation of Parent Involvement Policy

PrntEvltPrntPlcy

Description: Results of parent satisfaction/involvement surveys or any other parent feedback or input that is used to evaluate the Parent Involvement Policy.

Item Instructions:

Related Items: CE 01

Parent information and activity notices in English and in appropriate languages

PrntInfActvNtcLngs

Description: Parent involvement notices and LEA- or school-generated notices in each language spoken by 15 percent or more of students at each reviewed school.

Item Instructions:

Related Items: CE 09

Notification to parents regarding EL students

PrntNtfctnELStdnt

Description: Parent notification letter of EL student status as determined by Title III.

Item Instructions: CE 11: Item not monitored if Title I funds are not used for Title III language instruction (LEA posts notice).

Related Items: CE 11

Parent notification letter if teacher does not meet applicable requirements

PrntNtfctnLtrTchrRqrmts

Description: Parent notification letter sent after a student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who does not meet applicable requirements.

Item Instructions:

Related Items: CE 20

Parent and teacher notice and participation (PI Years 4 and 5)

PrntTchrNtcPIYr4or5

Description: Upload evidence that parents and teachers were provided prompt notice of the school's PI Year 4 and 5 status and were provided the opportunity to comment and participate in developing the school's alternative governance or restructuring plan.

Item Instructions:

Related Items: CE 10

Records of activities for building capacity for parent involvement

PrtInvmtActvRec

Description: Parent notices, invitations, and letters regarding parent involvement activities; parent surveys; Title I meeting agenda; SSC meeting agendas; or other parent activity material.

Item Instructions:

Related Items: CE 02

Inquiry letter to private schools regarding intent to participate

PrvtSchlLtr

Description: Letters to private schools from LEA describing the Title I services and policies.

Item Instructions:

Related Items: CE 03

Dated notice of ESEA eligibility to private schools in LEA and adjacent LEAs

PrvtSchlNtcESEAElgblty

Description: Dated communication to private schools regarding eligibility for Title I services.

Item Instructions: CE 03: Dated communication to private schools stating the private school is eligible for Title I services.

Related Items: CE 03, ME 02, ME 13

Position Control Report for all Title I, Part A Staff

PstnCntrlRpt

Description: Provide report for positions at each reviewed school and at the District office/centralized services staff paid in whole, or part, with federal funds by resource code; report must include the employee name, job title, location, funding, percentage of funding and hours, salary and full time equivalent (FTE) of the employee. Indicate the 15 percent administrative portion or the 85 percent required and allowable reservations.

Item Instructions: CE 12: Table of site staff funded with Title I, Part A and/or EIA-SCE carryover: employee name, job title (spell out the entire title/position), funding, percentage of each funding source, and hours worked.

Related Items: CE 12

Private School Affirmation

PvtSchlAfmtn

Description: Documents which demonstrates outreach efforts for private school consultation. Must be signed and dated by the Authorized representative.

Item Instructions: CE 03: Signed communication from private schools stating that the consultation regarding Title I services took place.

Related Items: CE 03, EL 03, ME 02, BASP 02, ITQ 03

Records of SSC peer selections

RcrdPeerSelcSSC

Description: Any documentation which provides evidence of the nomination and peer selections of SSC members, including classroom teachers, other staff, parents, and--in secondary schools--students.

Item Instructions:

Related Items: CE 07

School Accountability Report Card (SARC)

SARC

Description: The most recent SARC or current Uniform Resource Locator (URL)(s) to the LEA's Web page(s) where each school's SARC may be viewed.

Item Instructions: CE 17: The most recent SARC for each reviewed school.

Related Items: CE 17, HE 11, ITQ 06, PE 01

SARC hard copy availability notification

SARCHrdCpyNtfctn

Description: Notification indicating that the SARC is available in hard copy. This notification is generally in your Parent Handbook.

Item Instructions: CE 17: Some form of notification to parents that a hard copy will be made available upon request at the school site.

Related Items: CE 17, HE 11

SARC LEA Web page URL

SARCLEAWbPgURL

Description: Current URL(s) to the LEA's Web page(s) where each reviewed school's SARC can be viewed.

Item Instructions:

Related Items: CE 17, HE 11

School-parent compact

SchlPrntCmpct

Description: School-parent compact for each reviewed school and include school name in the document title. See sample school-parent compact at: http://www.cde.ca.gov/ls/pf/pf/.

Item Instructions:

Related Items: CE 02

SSC meeting minutes concerning school Parental Involvement Policy

SchlPrntInvlvmntPlcySSCMtgMnts

Description: Minutes or other documentation from SSC or other school parent groups regarding the school Parental Involvement Policy.

Item Instructions:

Related Items: CE 02

School Parental Involvement Policy

SchlPrntlInvlPlcy

Description: School Parental Involvement Policy and include school name in the document title. See sample school policy at: http://www.cde.ca.gov/ls/pf/pf/.

Item Instructions:

Related Items: CE 02

School site summary budget and expenditure reports for Title I and EIA/SCE carryover (if any)

SchlStSmryBdgtExpndRptTtlIEIA/SCECryovr

Description: For each sample school, upload Title I and EIA/SCE carryover (if any) expenditure report and sorted by object and resource codes.

Item Instructions:

Related Items: CE 12

School PI Year 3 Corrective Action Option(s), Year 4 Alternative Governance Plan, Year 5 progress

SchPIYr3CrrctvActnOptns

Description: For each sample school, a copy of the PI Year 3 Corrective Action selected for implementation, the PI Year 4 Alternative Governance Plan selected for implementation, and evidence of implementation of the Alternative Governance Plan for schools in PI Year 5.

Item Instructions:

Related Items: CE 10

Semiannual Certifications (if applicable)

SemiAnnlCrtfctn

Description: Semiannual certification for each staff funded entirely with Title I funds at the District level and at each reviewed school during the reviewed school year.

Item Instructions:

Related Items: CE 12

Specific program modifications based on evaluation results

SpcfcPrgrmMdfctnBsdEvltnRslts

Description: Evidence of how programs have been changed as a result of the evaluation process (i.e., evaluation summary narrative, or other material showing the changes or modifications).

Item Instructions: CE 19: Evidence of how programs have been changed as a result of the evaluation process such as evaluation summary narrative, or other material.

Related Items: CE 18, CE 19

Single Plan for Student Achievement (SPSA)

SPSA

Description: Current-year SPSA approved by both the SSC and the local governing board. Identify school name for each SPSA. Include page references for each instrument item and fund source using the description on the document upload screen.

Item Instructions: CE 06: Current-year SSC and board-approved SPSA for each reviewed school with the name of the school in the document title.

CE 07: Current-year SSC and board-approved SPSA for each reviewed school with the name of the school in the document title.

CE 08: Current-year SSC and board-approved SPSA for each reviewed school with the name of the school in the document title.

CE 10: Current-year SSC and board-approved SPSA for each reviewed school with the name of the school in the document title.

CE 12: Current-year SPSA (SSC & board-approved, with the name of the school in the document) for each reviewed school with Title I, Part A total corresponding to CARS and alignment of Title I, Part A funds to SPSA goals, actions and strategies.

CE 16: Provide a comment indicating page number and section in the SPSA that addresses CE 8.8 for the use of Title I, Part A funds to provide Early Childhood Education for children from low-income families.

CE 19: If the evaluation is included in the SPSA, please provide a comment indicating the page number and section.

Related Items: CE 06, CE 07, CE 08, CE 10, CE 12, CE 16, CE 19, FM 01, FM 02, FM 03, FM 05, NorD 05, NorD 06, FR 01, FR 02, ME 04, ME 05, ME 14

SPSA budget and expenditure reports

SPSABdgtExpdtRpt

Description: Budget and expenditure reports, which may be found in the SPSA itself or as additional material presented to the SSC and approved by it for all uses of Title I funds at reviewed schools.

Item Instructions:

Related Items: CE 08

SPSA evaluation reports and other evidence

SPSAEvlntRpts

Description: Evidence used to determine which Title I SPSA actions and strategies are impacting student learning and performance. What's working or not working, and modifications made to improve services.

Item Instructions:

Related Items: CE 19

SSC evaluation of CE program in the SPSA

SSCEvalCEPrgSPSA

Description: Data analysis and other evidence used by SSC to determine effectiveness of SPSA actions and strategies in increasing Title I student learning and performance for each reviewed school.

Item Instructions:

Related Items: CE 08

SSC minutes and sign-in sheets

SSCMntsSgnIn

Description: Minutes and sign-in sheets that provide a record of the SSC member selection process.

Item Instructions: CE 08: Actual minutes showing SSC approval of the current year SPSA for each reviewed school. Also, minutes which may record approval of other SSC actions and related discussion.

CE 19: Records (i.e., agendas, meeting minutes, sign-in sheets, etc.) of SSC's involvement in evaluating the effectiveness of programs and services specified in the SPSA.

Related Items: CE 07, CE 08, CE 19

SSC roster with membership categories

SSCRstrMemCatgr

Description: Actual current SSC-approved roster with names and membership group such as parent, classroom teacher, etc.

Item Instructions:

Related Items: CE 07

Student academic assessment data and summary reports

StdntAcdmcAsmntData

Description: Testing results with summary material which analyzes the results.

Item Instructions:

Related Items: CE 04, CE 05

Title I and Non-Title I staff duty assignments

StfDtyAsgnmTtlINonTtlI

Description: Title I TAS only, upload duty statements and staffing schedules for Title I and non-Title I staff. (SWP schools do not respond to this item).

Item Instructions: CE 23: In reviewed schools that are Title I TAS only, upload duty statements and staffing schedules for Title I and non-Title I staff. (SWP schools do not respond to this item).

Related Items: CE 23

TA and PD records--minutes/agendas, sign-in, training information

TchnlAstncPDRcrds

Description: Records of LEA TA to schools in PI in preparing data for the SPSA, providing PD on scientifically based strategies, and in preparing SPSA budgets.

Item Instructions:

Related Items: CE 06

Third party provider contracts and invoices

ThrdPrtyCntrtInv

Description: Third party contracts and/or invoices for PD intended to benefit the reviewed schools.

Item Instructions:

Related Items: CE 22

Third party provider contract, as applicable

ThrdPrtyPrvdCntrt

Description: Third party provider contracts and invoices for PD and Title I services for private school students, their teachers, and families.

Item Instructions:

Related Items: CE 15

Timesheets or equivalent documents

TmeshtsDocs

Description: Timesheet or equivalent document for each staff funded all or in part with Title I funds at the District level and at each reviewed school during the reviewed school year.

Item Instructions:

Related Items: CE 12

Title I paraprofessional staff and qualifications

TtlIParaStfQual

Description: List of paraprofessionals in all reviewed schools and how they meet qualifications.

Item Instructions:

Related Items: CE 21

Title I program description for private school students

TtlIPrgmDscpPrvSchlStdnt

Description: Letter to private schools describing services, which must contain all elements 3.1 (a)-(i).

Item Instructions:

Related Items: CE 03