

# Supporting Effective Instruction 2020–21 Program Instrument

**California Department of Education**

**June 2020**

## I. Involvement

### SEI 01: Consultation and Staff Development

1. The local educational agency (LEA) shall meaningfully consult with teachers, principals, other school leaders, paraprofessionals (including organizations representing such individuals), specialized instructional support personnel, charter school leaders (in an LEA that has charter schools), parents, community partners, and other organizations or partners with relevant and demonstrated expertise in programs and activities regarding the planning of staff development activities designed to prepare, train, and recruit high-quality teachers, principals, or other school leaders.  
   (20 United States Code [U.S.C.] Section 6612[b][3][A])
   1. The LEA shall seek advice from the individuals and organizations as described above in section 1.0 regarding how best to improve the planning of staff development activities and preparation. (20 U.S.C. Section 6612[b][3][B])

#### Evidence Requests

##### LEA Level Planning Documents

Abbreviation: LEALvlPlngDocs

Description: The current approved LEA level planning documents, such as the current approved Local Control and Accountability Plan (LCAP) Federal Addendum.

Item Instructions: SEI 01: Documentation that shows evidence of preparation, drafting, and revising of the LCAP and LCAP Federal Addendum. Please indicate page numbers related to evidence requested in the link description.

Related Items: SEI 01, SEI 02, SEI 03, SEI 04, SEI 05, SEI 10, SEI 11

##### Professional Development Needs Assessment

Abbreviation: PrfDvlpmntNdsAsmnt

Description: Evidence that all staff and relevant parties collaborated regarding the identification of professional development (PD) needs.

Item Instructions: SEI 01: Documentation of agendas, presentations, feedback (pictures of posters, survey data, handwritten forms), student and teacher related data, and meeting notes which gathered all staff and stakeholders’ input. Surveys must identify survey questions, raw data, and results. Please indicate page numbers related to evidence requested in the link description.

Related Items: SEI 01, SEI 10, SEI 12

## II. Governance and Administration

### SEI 02: Professional Development Coordination

1. The LEA shall coordinate PD activities with other related strategies, programs, and activities being conducted in the community.  
   (20 U.S.C. Section 6612[b][3][C])
   1. The LEA will coordinate PD activities intended to support effective instruction with PD activities provided through other federal, state, and local programs. (20 U.S.C. Section 6612[b][2][F])

#### Evidence Requests

##### LEA Level Planning Documents

Abbreviation: LEALvlPlngDocs

Description: The current approved LEA level planning documents, such as the current approved (LCAP and LCAP Federal Addendum that demonstrate PD activities are coordinated as required by Item citation.

Item Instructions: SEI 02: Documentation of coordination at district level with other related strategies, programs, and activities. Documentation may include agendas, presentations, meeting notes, meeting debrief, and document creation. Please indicate page numbers related to evidence requested in the link description.

Related Items: SEI 01, SEI 02, SEI 03, SEI 04, SEI 05, SEI 10, SEI 11

##### Professional Development Planning Documents

Abbreviation: PrfsnlDvlpmntPlngDcmnts

Description: Provide documentation of the PD planning including but not limited to: sign-in sheets, agenda, minutes, master calendar of events, and description of training.

Item Instructions: SEI 02: Documentation of planning for PD which may include agendas, meeting notes, and PD planning calendar. Provide both short-term and long-term planning evidence. Please indicate page numbers related to evidence requested in the link description.

Related Items: AE 04, SEI 02, SEI 08, SEI 11

##### Professional Development Records

Abbreviation: PrfsnlDvlpmntRcrds

Description: Documentation of completed (PD) relevant to the program which may include, but is not limited to agendas, calendars, certificates, sign-in sheets, minutes, and training materials.

Item Instructions:

Related Items: AE 04, SEI 02, SEI 08, CTE 04

##### Recruitment Records

Abbreviation: RcrtmntRcrds

Description: Sample of recruitment activities with expenditure reports.

Item Instructions:

Related Items: SEI 02, SEI 05, SEI 07

### SEI 03: Review and Revise LCAP Federal Addendum

1. The LEA shall review and revise its LCAP Federal Addendum as required, which shall remain in effect for the duration of the LEA participation in the Title II, Part A program. (20 U.S.C. Section 6312[a][5])
   1. The LCAP Federal Addendum shall be coordinated with other federal programs. (20 U.S.C. Section 6312[a][1][B])

#### Evidence Requests

##### LEA Level Planning Documents

Abbreviation: LEALvlPlngDocs

Description: The current approved LEA level planning documents, such as the current approved Local Control and Accountability Plan (LCAP) Federal Addendum.

Item Instructions: SEI 03: Current approved LCAP Federal Addendum. Include in the link description the page sections showing the LEA implements, monitors, and revises its LCAP Federal Addendum as required, and that it is coordinated with other federal programs.

Related Items: SEI 01, SEI 02, SEI 03, SEI 04, SEI 05, SEI 10, SEI 11

##### LEA Level Planning Implementation and Monitoring Documents

Abbreviation: LEALvlPlngImplMntDocs

Description: Materials from local governing board and/or other LEA documents providing evidence of implementation monitoring of the LEAs programs.

Item Instructions:

Related Items: SEI 03, SEI 05, SEI 10, SEI 12

### SEI 04: Identify and Address Disparities

1. The LEA shall 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. Section 6312[b][2])

#### Evidence Requests

##### LEA Level Planning Documents

Abbreviation: LEALvlPlngDocs

Description: The current approved LEA level planning documents, such as the current approved LCAP Federal Addendum.

Item Instructions: SEI 04: Include district data and data analysis in support of the process described under the Educator Equity section of the LCAP Federal Addendum. Please indicate page numbers related to evidence requested in the link description that indicate the LEA identifying and addressing disparities resulting in low-income and minority students being taught at higher rates than other students by ineffective, inexperienced, or out-of-field teachers.

Related Items: SEI 01, SEI 02, SEI 03, SEI 04, SEI 05, SEI 10, SEI 11

##### Local Board-Approved Policy and Procedures for Title I, Part A Comparability Requirements

Abbreviation: LclBrdAprvdPlcyPrcdrsTtlPrtA

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

Item Instructions:

Related Items: SEI 04

## III. Funding

### SEI 05: Use of Funds

1. An LEA that receives a subgrant under Title II, Part A shall use the funds made available through the subgrant to develop, implement, and evaluate comprehensive programs and activities: (1) in accordance with the purpose of Title II; and (2) that address the learning needs of all students, including children with disabilities, English learners (ELs), and gifted and talented students. (20 U.S.C. Section 6613[a][b])
   1. The programs and activities for which an LEA uses Title II funds may include, among other programs and activities, the following:  
      (20 U.S.C. Section 6613[b])
      1. Developing or improving a rigorous, transparent, and fair evaluation and support system for teachers, principals, or other school leaders that is based in part on evidence of student achievement, which may include student growth; and shall include multiple measures of educator performance and provide clear, timely, and useful feedback to teachers, principals, or other school leaders. (20 U.S.C. Section 6613[b][3][A])
      2. Developing and implementing initiatives to assist in recruiting, hiring, and retaining effective teachers, particularly in low-income schools with high percentages of ineffective teachers and high percentages of students who do not meet the challenging state academic standards.  
         (20 U.S.C. Section 6613[b][3][B])
      3. Recruiting qualified individuals from other fields to become teachers, principals, or other school leaders, including mid-career professionals from other occupations; former military personnel, and recent graduates of institutions of higher education with records of academic distinction who demonstrate potential to become effective teachers, principals, or other school leaders. (20 U.S.C. Section 6613[b][3][C])
      4. Reducing class size to a level that is evidence-based to improve student achievement through the recruiting and hiring of additional effective teachers. (20 U.S.C. Section 6613[b][3][D])
      5. Providing high-quality, personalized PD that is evidence-based, to the extent the state (in consultation with LEAs in the state) determines that such evidence is reasonably available, for teachers, instructional leadership teams, principals, or other school leaders, that is focused on improving teaching and student learning and achievement, including supporting efforts to train teachers, principals, or other school leaders.  
         (20 U.S.C. Section 6613[b][3][E])
      6. Developing programs and activities that increase the ability of teachers to effectively teach children with disabilities, including children with significant cognitive disabilities and ELs, which may include the use of multi-tier systems of support and positive behavioral intervention and supports, so that such children with disabilities and ELs can meet the challenging state academic standards. (20 U.S.C. Section 6613[b][3][F])
      7. Providing programs and activities to increase the knowledge base of teachers, principals, or other school leaders on instruction in the early grades and on strategies to measure whether young children are progressing and the ability of principals or other school leaders to support teachers, teacher leaders, early childhood educators, and other professionals to meet the needs of students through age eight, which may include providing joint professional learning and planning activities for school staff and educators in preschool programs that address the transition to elementary school. (20 U.S.C. Section 6613[b][3][G])
      8. Providing training, technical assistance, and capacity-building in LEAs to assist teachers, principals, or other school leaders with selecting and implementing formative assessments, designing classroom-based assessments, and using data from such assessments to improve instruction and student academic achievement, which may include providing additional time for teachers to review student data and respond. (20 U.S.C. Section 6613[b][3][H])
      9. Carrying out in-service training regarding techniques and supports needed to help educators understand when and how to refer students affected by trauma and mental illness, the use of referral mechanisms, forming partnerships between school-based mental health programs and public or private mental health organizations, and addressing issues related to school conditions for student learning, such as safety, peer interaction, drug and alcohol abuse, and chronic absenteeism.  
         (20 U.S.C. Section 6613[b][3][I])
      10. Providing training to support the identification of students who are gifted and talented. (20 U.S.C. Section 6613[b][3][J])
      11. Supporting the instructional services provided by effective school library programs. (20 U.S.C. Section 6613[b][3][K])
      12. Providing training for all school personnel, including teachers, principals, other school leaders, specialized instructional support personnel, and paraprofessionals, regarding how to prevent and recognize child sexual abuse. (20 U.S.C. Section 6613[b][3][L])
      13. Developing and providing PD and other comprehensive systems of support for teachers, principals, or other school leaders to promote high-quality instruction and instructional leadership in science, technology, engineering, and mathematics subjects, including computer science.  
          (20 U.S.C. Section 6613[b][3][M])
      14. Developing feedback mechanisms to improve school working conditions, including through periodically and publicly reporting results of educator support and working conditions feedback.  
          (20 U.S.C. Section 6613[b][3][N])
      15. Providing high-quality, PD for teachers, principals, or other school leaders on effective strategies to integrate rigorous academic content, career and technical education, and work-based learning (if appropriate), which may include providing common planning time, to help prepare students for postsecondary education and the workforce.  
          (20 U.S.C. Section 6613[b][3][O])
      16. Carrying out other activities that are evidence-based, to the extent the state (in consultation with LEAs in the state) determines that such evidence is reasonably available, and identified by the LEA that meet the purpose of this subchapter. (20 U.S.C. Section 6613[b][3][P)

#### Evidence Requests

##### Chart of Accounts

Abbreviation: CtAccts

Description: A list of the established accounts used by the LEA including categories such as fund, resource, object, site, etc.

Item Instructions:

Related Items: FM 01, FM 02, FM 03, FM 04, SEI 05, SEI 07

##### Duty Statements

Abbreviation: DtyStmnt

Description: An individual employee's duty statement describing responsibilities and activities as agreed to by employer and employee.

Item Instructions: SEI 05: Once the Position Control Report and General Ledger have been provided, the reviewer will select a sample of employees for review if applicable; current duty statements/job descriptions should be provided for each of these employees.

Related Items: AE 04, FM 01, FM 03, EXLP 11, SEI 05, SEI 07, CTE 02, ME 09, CE 10, CE 11, CE 13, NorD 06

##### General Ledger

Abbreviation: 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: SEI 05: Detailed General Ledger for Resource Code 4035.

Related Items: AE 02, FM 01, FM 02, FM 03, FM 05, FM 06, EXLP 09, EXLP 11, EXLP 19, SEI 05, SEI 06, SEI 07, CTE 02, ME 07, ME 08, CE 10, NorD 05

##### Invoices

Abbreviation: Invcs

Description: Vendor invoices, detailed receipts or documentation to substantiate how costs benefited programs.

Item Instructions: SEI 05: Once the General Ledger is uploaded, the reviewer will select a sample of invoices for review.

Related Items: FM 02, FM 03, SEI 05, SEI 06, SEI 07, CTE 02

##### LEA Level Planning Documents

Abbreviation: LEALvlPlngDocs

Description: The current approved LEA level planning documents, such as the current approved LCAP Federal Addendum.

Item Instructions: SEI 05: The LCAP must be uploaded if Title II, Part A resources were discussed in the LCAP.

Related Items: SEI 01, SEI 02, SEI 03, SEI 04, SEI 05, SEI 10, SEI 11

##### LEA Level Planning Implementation and Monitoring Documents

Abbreviation: LEALvlPlngImplMntDocs

Description: Materials from local governing board and/or other LEA documents providing evidence of implementation monitoring of the LEAs programs.

Item Instructions:

Related Items: SEI 03, SEI 05, SEI 10, SEI 12

##### Payroll Records

Abbreviation: PyrlRcrds

Description: Record of salaries and benefits paid to employees that work at the LEA for the fiscal year under review, that identifies the employees’ name, hours worked, gross pay, net pay, deductions, and payroll period.

Item Instructions: SEI 05: For all Title II, Part A staff for both the current and prior school year. Reviewer will ask for staff interview(s).

Related Items: FM 01, FM 03, ME 09, SEI 05

##### Position Control Report

Abbreviation: PstnCntrlRprt

Description: Budget report of employees planned to be paid in whole, or in part, with federal funds by resource code in the fiscal year under review.

Item Instructions: SEI 05: For all Title II, Part A staff funded with Resource Code 4035 for both the current and prior school year. Reviewer will ask for staff interview(s)

Related Items: FM 01, FM 03, SEI 05, SEI 07, ME 09, CE 10, CE 13, NorD 05, NorD 06

##### Purchase Orders

Abbreviation: PrchsOrdrs

Description: The reviewer will request samples of purchase orders.

Item Instructions: SEI 05: Purchases made with Resource Code 4035.

Related Items: SEI 05, SEI 06, SEI 07

##### Recruitment Records

Abbreviation: RcrtmntRcrds

Description: Sample of recruitment activities with expenditure reports.

Item Instructions: SEI 05: Recruitment activities funded with Resource Code 4035.

Related Items: SEI 02, SEI 05, SEI 07

##### Time and Effort Records

Abbreviation: TmEfrtRcrds

Description: Documentation to support salaries and benefits charged to each program funding source under review in accordance with federal requirements. Records may include personnel activity reports, semiannual certifications, or other equivalent records. Budget estimates do not qualify as support.

Item Instructions: Once Payroll Records and Position Control Report have been uploaded, the reviewer will select two quarters of time accounting records for review.

Related Items: AE 02, FM 01, FM 03, EXLP 09, CTE 02, EL 08, HE 10, ME 09, CE 10, CE 13, NorD 05, SEI 05, SEI 07

### SEI 06: Private School Participation, Consultation, and LEA Control of Funds

1. LEA shall have timely and meaningful consultation with appropriate private school officials regarding the provision of services and benefits.  
   (20 U.S.C. sections 7881 [a][1], [c])
   * 1. Educational services and other benefits provided for private school children, teachers, and other educational personnel shall be equitable in comparison to services and other benefits for public school children, teachers, and other educational personnel participating in the program and shall be provided in a timely manner.  
        (20 U.S.C. Section 7881 [a][3][A])
     2. Expenditures for educational services and other benefits provided under this section for eligible private school children, their teachers, and other educational personnel serving those children shall be equal, taking into account the number and educational needs of the children to be served, to the expenditures for participating public school children.  
        (20 U.S.C. Section 7881 [a][4][A])
     3. LEA shall administer and maintain control of funds used to provide Title II services to private schools. (20 U.S.C. Section 6320[d][1])
   1. Title II services for private schools shall be provided by individuals or organizations independent of the private school and independent of any religious organization and such employment or contract shall be under the control and supervision of the LEA. (20 U.S.C. Section 6320[d][2][B])

#### Evidence Requests

##### Consultation with Private Schools

Abbreviation: CnslttnPrvtSchl

Description: Documents that show how the LEA consulted with private schools regarding participation in federal programs. Examples include public notices, letters, agendas, sign-in sheets, meeting minutes, emails, or affirmation of consultation with appropriate private school officials.

Item Instructions: SEI 06: Provide three samples of private school consultation agendas and minutes.

Related Items: EXLP 02, SEI 06, CE 03

##### Dated Notice of Elementary and Secondary Education Act (ESEA) Eligibility to Private Schools

Abbreviation: PrvtSchlNtcESEAElg

Description: Dated communication to private schools regarding eligibility for Title I, Title II, or Title III services.

Item Instructions: SEI 06: Dated communication to private schools regarding eligibility for Title II, Part A services. Only dated notice of ESEA eligibility to private schools within the LEA boundaries (not required for adjacent LEAs).

Related Items: SEI 06, CE 03

##### General Ledger

Abbreviation: 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: SEI 06: Detailed General Ledger for Resource Code 4035.

Related Items: AE 02, FM 01, FM 02, FM 03, FM 05, FM 06, EXLP 09, EXLP 11, EXLP 19, SEI 05, SEI 06, SEI 07, CTE 02, ME 07, ME 08, CE 10, NorD 05

##### Invoices

Abbreviation: Invcs

Description: Vendor invoices, detailed receipts or documentation to substantiate how costs benefited programs.

Item Instructions:

Related Items: FM 02, FM 03, SEI 05, SEI 06, SEI 07, CTE 02

##### Private School Affirmation

Abbreviation: PvtSchlAfmtn

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

Item Instructions: SEI 06: Private school correspondence and signed affirmation documents regarding consultation for Title II, Part A equitable services.

Related Items: SEI 06, CE 03

##### Purchase Orders

Abbreviation: PrchsOrdrs

Description: The reviewer will request samples of purchase orders.

Item Instructions:

Related Items: SEI 05, SEI 06, SEI 07

### SEI 07: Supplement Not Supplant

1. Funds made available under Title II, Part A shall be used to supplement, and not supplant, state and local funds that would otherwise be used for activities authorized under Title II, Part A. (20 U.S.C. Section 6691)

#### Evidence Requests

##### Duty Statements

Abbreviation: DtyStmnt

Description: An individual employee's duty statement describing responsibilities and activities, as agreed to by employer and employee.

Item Instructions: SEI 07: Once the Position Control Report and General Ledger for Resource Code 4035 have been provided, the reviewer will select a sample of employees for review if applicable; current duty statements/ job descriptions should be provided for each of these employees.

Related Items: AE 04, FM 01, FM 03, EXLP 11, SEI 05, SEI 07, CTE 02, ME 09, CE 10, CE 11, CE 13, NorD 06

##### General Ledger

Abbreviation: 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: SEI 07: Detailed General Ledger for Resource Code 4035.

Related Items: AE 02, FM 01, FM 02, FM 03, FM 05, FM 06, EXLP 09, EXLP 11, EXLP 19, SEI 05, SEI 06, SEI 07, CTE 02, ME 07, ME 08, CE 10, NorD 05

##### Invoices

Abbreviation: Invcs

Description: Vendor invoices, detailed receipts or documentation to substantiate how costs benefited programs.

Item Instructions: SEI 07: Once the General Ledger is uploaded, the reviewer will select a sample of invoices for review.

Related Items: FM 02, FM 03, SEI 05, SEI 06, SEI 07, CTE 02

##### Position Control Report

Abbreviation: PstnCntrlRprt

Description: Budget report of employees planned to be paid in whole, or in part, with federal funds by resource code in the fiscal year under review.

Item Instructions: SEI 07: For all Title II, Part A staff funded with Resource Code 4035 for both the current and prior school year. Reviewer will ask for staff interview(s).

Related Items: FM 01, FM 03, SEI 05, SEI 07, ME 09, CE 10, CE 13, NorD 05, NorD 06

##### Purchase Orders

Abbreviation: PrchsOrdrs

Description: The reviewer will request samples of purchase orders.

Item Instructions:

Related Items: SEI 05, SEI 06, SEI 07

##### Recruitment Records

Abbreviation: RcrtmntRcrds

Description: Sample of recruitment activities with expenditure reports.

Item Instructions:

Related Items: SEI 02, SEI 05, SEI 07

##### Time and Effort Records

Abbreviation: TmEfrtRcrds

Description: Documentation to support salaries and benefits charged to each program funding source under review in accordance with federal requirements. Records may include personnel activity reports, semiannual certifications, or other equivalent records. Budget estimates do not qualify as support.

Item Instructions: Once Payroll Records and Position Control Report have been uploaded, the reviewer will select two quarters of time accounting records for review.

Related Items: AE 02, FM 01, FM 03, EXLP 09, CTE 02, EL 08, HE 10, ME 09, CE 10, CE 13, NorD 05, SEI 05, SEI 07

## IV. Standards, Assessment, and Accountability

### SEI 08: Alignment and Academic Standards

1. Title II activities shall be aligned to challenging state academic standards.  
   (20 U.S.C. Section 6612[b][2][A])

#### Evidence Requests

##### Professional Development Planning Documents

Abbreviation: PrfsnlDvlpmntPlngDcmnts

Description: Provide documentation of the PD planning including but not limited to: sign-in sheets, agenda, minutes, master calendar of events, and description of training.

Item Instructions: SEI 08: Documentation of professional development aligned to state academic standards. Documentation should include an implementation plan calendar and a master PD calendar of events.

Related Items: AE 04, SEI 02, SEI 08, SEI 11

##### Professional Development Records

Abbreviation: PrfsnlDvlpmntRcrds

Description: Documentation of completed professional development relevant to the program which may include, but is not limited to agendas, calendars, certificates, sign-in sheets, minutes, and training materials.

Item Instructions:

Related Items: AE 04, SEI 02, SEI 08, CTE 04

## V. Staffing and Professional Development

### SEI 09: Certification and Licensure

1. All teachers and paraprofessionals meet applicable state certification and licensure requirements, including any requirements for certification obtained through alternative routes to certification.  
   (20 U.S.C. sections 6601,6311(g)(2)(J), 6312(c)(6), 6611[c][4][B][i], 6611[c][4][B][iv], 6611[d][2][B], and 6613[b][3][B], California *Education Code* [*EC*] sections 41401, 44005, 44006, 44202, 44203, 44250, seq., and 48000(g).)
   1. LEAs shall ensure that all paraprofessionals working in Title I, Part A funded schools meet applicable state certification and licensure requirements. LEAs shall ensure that every paraprofessional who is supported by Title I funds and who assists in instruction has demonstrated at least one of the following requirements:  
      (20 U.S.C. Section 6312[c][6]; *EC* Section 45330e[c].)
      1. Completion of at least two years of study at an institution of higher education. (*EC* Section 45330[c][1])
      2. Possession of an associate’s degree or higher. (*EC* Section 45330[c][2])
      3. Knowledge of, and ability to assist in, instructing reading, writing, and mathematics demonstrated through a local or state assessment, that is appropriate to the responsibilities to be assigned to the paraprofessional. (*EC* Section 45330[c][3])

#### Evidence Requests

##### Non-Certificated Staff Authorizations

Abbreviation: NnCrtfctdStfAthrztns

Description: Provide a sortable spreadsheet of non-certificated staff including full names and qualifications.

Item Instructions: SEI 09: For all paraprofessionals throughout the LEA, include each paraprofessional’s name, qualifications, and current assignment(s).

Related Items: SEI 09, CE 19

##### Staff Credentials

Abbreviation: StfCrdntls

Description: Provide a sortable spreadsheet of all certificated staff displaying credentials and full staff name including full middle name.

Item Instructions: SEI 09: Include each teacher’s name, credential(s), subject matter authorization(s) current assignment(s), and years of experience. Include information for all teachers throughout the LEA.

Related Items: AE 04, PE 09, SEI 09, SEI 13, ME 11, CE 08, CE 19

### SEI 10: Professional Growth and Improvement

1. The LEA shall have systems of professional growth and improvement, such as induction for teachers, principals, or other school leaders and opportunities for building the capacity of teachers and opportunities to develop meaningful teacher leadership. (20 U.S.C. Section 6612[b][2][B])

#### Evidence Requests

##### LEA Level Planning Documents

Abbreviation: LEALvlPlngDocs

Description: The current approved LEA level planning documents, such as the current approved LCAP Federal Addendum.

Item Instructions: SEI 10: Include approved LCAP federal addendum and supporting evidence. Indicate pages showing where the LEA system of professional growth and improvement is addressed. Provide documentation for induction and mentoring program, if applicable.

Related Items: SEI 01, SEI 02, SEI 03, SEI 04, SEI 05, SEI 10, SEI 11

##### LEA Level Planning Implementation and Monitoring Documents

Abbreviation: LEALvlPlngImplMntDocs

Description: Materials from local governing board and/or other LEA documents providing evidence of implementation monitoring of the LEAs programs.

Item Instructions: SEI 10: Include evidence of LEA implementation of professional growth and improvement.

Related Items: SEI 03, SEI 05, SEI 10, SEI 12

##### Professional Development Needs Assessment

Abbreviation: PrfDvlpmntNdsAsmnt

Description: Evidence that all staff and relevant parties collaborated regarding the identification of professional development needs.

Item Instructions: SEI 10: Documentation of agendas, presentations, feedback (pictures of posters, survey data, handwritten forms), student and teacher-related data, and meeting notes which gathered all staff and stakeholders’ input. Surveys must identify survey questions, raw data, and results. Please indicate page numbers related to evidence requested in the link description.

Related Items: SEI 01, SEI 10, SEI 12

### SEI 11: Comprehensive Support and Targeted Support Prioritization

1. The LEA shall prioritize funds to schools served by the agency that are implementing comprehensive support and improvement activities and targeted support and improvement activities and have the highest percentage of children counted under Title I, Part A.  
   (20 U.S.C. Section 6612[b][2][C])

#### Evidence Requests

##### LEA Level Planning Documents

Abbreviation: LEALvlPlngDocs

Description: The current approved LEA level planning documents, such as the current approved LCAP Federal Addendum.

Item Instructions: The current approved LEA level planning documents; include page references for each instrument item using the Link Description.

Related Items: SEI 01, SEI 02, SEI 03, SEI 04, SEI 05, SEI 10, SEI 11

##### Professional Development Planning Documents

Abbreviation: PrfsnlDvlpmntPlngDcmnts

Description: Provide documentation of the PD planning including but not limited to: sign-in sheets, agenda, minutes, master calendar of events, and description of training.

Item Instructions:

Related Items: AE 04, SEI 02, SEI 08, SEI 11

##### School Accountability Report Card (SARC)

Abbreviation: SARC

Description: The most recent SARC.

Item Instructions: SEI 11: The most recent SARC and current Uniform Resource Locator (URL[s]]) to the LEA's web page(s) where each school's SARC may be viewed.

Related Items: PE 04, PE 05, SEI 11, HE 11, CE 17

### SEI 12: Data and Ongoing Consultation

1. The LEA will use data and ongoing consultation to continually update and improve activities supported by Title II, Part A.  
   (20 U.S.C. Section 6612[b][2][D])

#### Evidence Requests

##### LEA Level Planning Implementation and Monitoring Documents

Abbreviation: LEALvlPlngImplMntDocs

Description: Materials from local governing board and/or other LEA documents providing evidence of implementation monitoring of the LEAs programs.

Item Instructions: SEI 12: Indicate evidence of LEA’s data and ongoing consultation.

Related Items: SEI 03, SEI 05, SEI 10, SEI 12

##### Professional Development Needs Assessment

Abbreviation: PrfDvlpmntNdsAsmnt

Description: Evidence that all staff and relevant parties collaborated regarding the identification of professional development needs.

Item Instructions: SEI 12: Indicate evidence of the LEA’s use of data to update and improve PD activities. Sample evidence could include but not limited to surveys, input gathered through various stakeholder meetings, and LEA leadership groups.

Related Items: SEI 01, SEI 10, SEI 12

### SEI 13: Parents’ Right to Know Teacher Qualifications

1. At the beginning of each school year, an LEA that receives Title I funds shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:
   * 1. Whether the student's teacher:
        1. Has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
        2. Is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived; and
        3. Is teaching in the field of discipline of the certification of the teacher.
     2. Whether the child is provided services by paraprofessionals and, if so, their qualifications. (20 U.S.C. Section 6312[e][1][A])
   1. A school that receives Title I funds shall provide to each individual parent of a child who is a student in such school, with respect to such student-
      1. Information on the level of achievement and academic growth of the student, if applicable and available, on each of the state academic assessments required under this part.  
         (20 U.S.C. Section 6312[e][1][B][i])
      2. Timely notice that the student has been assigned, or has been taught for four or more consecutive weeks by, a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.  
         (20 U.S.C. Section 6312[e][1][B][ii])

#### Evidence Requests

##### Parents' Right to Request Information on Teacher Qualifications

Abbreviation: PrntRghtRqstInfoTchrQlfctn

Description: Notification to parents regarding their right to request information on teacher qualifications.

Item Instructions:

Related Items: SEI 13, CE 08

##### Four Week Letter

Abbreviation: FrWkLtr

Description: Sample of notification sent to parents if their child is assigned, or has been taught for four or more consecutive weeks by, a teacher who does not meet applicable state certification or licensure requirements.

Item Instructions:

Related Items: SEI 13

##### Staff Credentials

Abbreviation: StfCrdntls

Description: Provide a sortable spreadsheet of all certificated staff displaying credentials and full staff name including full middle name.

Item Instructions: SEI 09: Include each teacher’s name, credential(s), subject matter authorization(s) current assignment(s), and years of experience. Include information for all teachers throughout the LEA.

Related Items: AE 04, PE 09, SEI 09, SEI 13, ME 11, CE 08, CE 19