

Federal Programs

Compliance Documentation School Checklist

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First Trimester

- Parent notification of Title IA School and right to request information regarding professional qualifications available to parents on website and posted in schools. (I.E.31) <http://www.ifschools.org/notice-of-highly-qualified-teachers>
- Annual parent meeting to explain Title I services. (1.E.39)
- (Schoolwide)** School-Parent Compact signed by all parents of students. (1.E.38)
<https://www2.d91.k12.id.us/Forms/StudentSchoolCompact>
- (Targeted Assistance)** School-Parent Compact signed by parents of students receiving targeted assistance.
<https://www2.d91.k12.id.us/Forms/StudentSchoolCompact>
- Title I and EL paraprofessional schedules of instructional and non-instructional duties, including where instruction is provided and the qualified supervising instructor. (I.D.28 and I.D.30)
https://docs.google.com/a/cloud.ifschools.org/spreadsheets/d/1PosG8kzF8eh_RINZxmUuxB2N_aVxdm30zRGgDkXDOPs/edit?usp=sharing
- (Targeted Assistance)** Schools finalize Targeted Rank Order, submit to SASI to flag. (I.A.1)
- Display Homeless Rights posters in school. (I.B.23)
- Teachers complete ELPs in Mileposts for English Learners. (I.B.15)
- Mid-trimester progress monitoring of all LEP, MLEP, Migrant and Homeless students. Due to SASI November 3.
http://www.d91.k12.id.us/documents/SASI/Monitoring_Form.pdf
- School Improvement Plan (template available TBD)
- Parent Involvement Plan (template available 9-15-2017) (I.B.5.3.b)
 - Plan must include strategies, such as family literacy services, to increase parental involvement, and describes how the school will provide individual student academic assessment results including an interpretation of those results to the parents of students who participate in the academic assessments.
- Parent Involvement Budget Meeting agenda, minutes, and sign-in sheet. (I.E.43)
- 2016-2017 **Schoolwide** Program Evaluation completed by Sept 30th. (I.B.6) <https://intranet.d91.k12.id.us/departments/sasi/title-i>
- 2016-2017 **Targeted** Program Evaluation completed by Sept 30th. (I.B.6) <https://intranet.d91.k12.id.us/departments/sasi/title-i>

Ongoing

Documentation of collaborative meetings between paraprofessionals and supervising teachers. (I.D.28)
(Targeted Assistance) Title I tutor logs for targeted assistance schools. (I.D.28)
Evidence of data focused school meetings (agendas, sign-in sheets, minutes).
Evidence of parent communication (notices/newsletters/handbook/agenda). (I.E.48 and I.E.49)
Parent training agendas, sign-in sheets, evaluations, and handouts in all languages. (I.E.37 and I.E.40) <ul style="list-style-type: none"> • Evidence that schools provide assistance to parents in understanding content and achievement standards, assessments, and how to monitor their child's progress. • Literacy and numeracy training.
Evidence of on-going professional development. (I.B.5.2 and I.B.7) <ul style="list-style-type: none"> • Use of academic assessments to improve the achievement of individual students and the overall instructional program. • How to implement student academic achievement standards. • Conference agendas/programs, registrations, travel expenses, follow-up for Title I funded PD.

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Second Trimester

- Submit documentation of Homeless Training - all district personnel (I.B.21)
- Submit documentation of Migrant Training - all district personnel (II.B.60)
- Mid-trimester progress monitoring of all LEP, MLEP, Migrant and Homeless students. Due to SASI February 2.
http://www.d91.k12.id.us/documents/SASI/Monitoring_Form.pdf
- School Improvement Plan Final submitted March 1.

Third Trimester

- State Academic assessment results sent home to parents. (I.E.33)
- Mid-trimester progress monitoring of all LEP, MLEP, Migrant and Homeless students. Due to SASI May 3.
http://www.d91.k12.id.us/documents/SASI/Monitoring_Form.pdf

Documentation of collaborative meetings between paraprofessionals and supervising teachers. (I.D.28)
(Targeted Assistance) Title I tutor logs for targeted assistance schools. (I.D.28)
Evidence of data focused school meetings (agendas, sign-in sheets, minutes).
Evidence of parent communication (notices/newsletters/handbook/agenda). (I.E.48 and I.E.49)
Parent training agendas, sign-in sheets, evaluations, and handouts in all languages. (I.E.37 and I.E.40) <ul style="list-style-type: none"> • Evidence that schools provide assistance to parents in understanding content and achievement standards, assessments, and how to monitor their child's progress. • Literacy and numeracy training.
Evidence of on-going professional development. (I.B.5.2 and I.B.7) <ul style="list-style-type: none"> • Use of academic assessments to improve the achievement of individual students and the overall instructional program. • How to implement student academic achievement standards. • Conference agendas/programs, registrations, travel expenses, follow-up for Title I funded PD.

Ongoing