**Title I Compliance Monitoring Upload Checklist**

**2020 - 2021**

**Please remember**:

1. Activity/Meeting Evidence Protocol– every item must be uploaded for **each** activity or meeting: agenda, minutes, sign-in sheets, invites and surveys (except SAC)
2. When a document is not applicable to your school, include a letterhead placeholder; placeholder must include all non-applicable items and a dated principal signature
3. School name and year must be present on the first page of all uploaded documents

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| **Accountability** |
| **School Improvement** | **Compliance Item Description** | **Month Due** | **Feedback/Notes** | **Status** |
| School Improvement Plan (SIP) | Aug |  | No Upload |
| SIP Dissemination | Sept |  | No Upload |
| Evidence of invitations to parents for SIP input (2-3 samples: marquee, school website, flyer, newsletter) | Sept |  | No Upload |
| Faculty Meeting reviewing SIP and data | Sept |  | No Upload |
| Evidence that migratory students were considered in the development of the SIP | Aug |  | No Upload |
| SIP Review  | Oct |  | No Upload |
| SAC meetings (each month needs meeting protocol)* Evidence of discussion/collection of parent input on SIP
* Evidence of approval of SAC bylaws
* Evidence of discussion of Title I budget and parent input
 | Aug |  | No Upload |
| Sept |  | No Upload |
| Oct |  | No Upload |
| Nov |  | No Upload |
| SAC official membership roster | Sept |  | No Upload |
| SAC Bylaws | Sept |  | No Upload |
| **Comprehensive Needs Assessment** | DISTRICT |  |  |
| **Title I Budget** | DISTRICT |  |  |
| **Data** | School Data (school grade, FSA/EOC results) | Aug |  | No Upload |

**\*\*\* Compliance items in RED are for district upload, not schools**

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| **Instructional Support** |
| **Educator Quality** | **Compliance Item Description** | **Month Due** | **Feedback/Notes** | **Status** |
| “Right-to-know” parent letter of out-of-field status of a teacher | Oct |  | No Upload |
| District Out-of-field list | Oct |  | No Upload |
| **Assurances** | Academic Intervention Teacher(s) | Aug |  | No Upload |
| Instructional Coaching | Aug |  | No Upload |
| VPK Teacher(s) | Aug |  | No Upload |
| Parent Liaison (Para II) Assurance | Aug |  | No Upload |
| Title I Annual Meeting Principal Assurance (evidence of 2-3 dates/times | Aug |  | No Upload |
| Graduation Assurance TOA (HS only) | Aug |  | No Upload |
| **Programs & Personnel** | Title I Tutoring Plan | Oct |  | No Upload |
| Title I Tutoring Schedule | Oct |  | No Upload |
| Title I Tutoring Student Attendance & Sign-in Sheets | Oct |  | No Upload |
| Title I Tutoring Evidence of data used to identify students at risk of reading failure | Oct |  | No Upload |
| **Academic Interventionist** | DISTRICT |  |  |
| **Instructional Coaching** | DISTRICT |  |  |
| **Professional Learning** | School’s PL plan for the year | Aug |  | No Upload |
| School’s PLC schedule | Sept |  | No Upload |
| PLC sign-in sheets (2 different grade levels or subjects) | Nov |  | No Upload |
| PLC titled/dated agendas (2 different grade levels or subjects) | Nov |  | No Upload |
| PLC meeting minutes providing evidence of data used to identify students at risk for reading failure | Nov |  | No Upload |

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| **Parent & Family Engagement (PFEP)** |
| **Documentation** | **Compliance Item Description** | **Month Due** | **Feedback/Notes** | **Status** |
| **PFEP Plan (signed and dated)** | DISTRICT  |  |  |
| School Compact | Sept |  | No Upload |
| Parent Liaison Calendar (2 months) | Sept  |  | No Upload |
| Oct |  | No Upload |
| **Communication** | PFEP Dissemination | Sept |  | No Upload |
| **ELEM ONLY**: Parent-Teacher Conference notes showing evidence of compact discussion (3 samples) | Oct |  | No Upload |
| **PFEP TOA Calendar/Email communication with schools & parent liaison (2 -3 calendars/emails)** | DISTRICT |  |  |
| **Activities/Meetings** | SAC meeting showing evidence of parent input on the PFEP (meeting protocol) | Sept |  | No Upload |
| Title I Annual Meeting (meeting protocol) | Sept |  | No Upload |
| Calendar of Parent Engagement Activities | Aug |  | No Upload |
| Family Engagement Activities (2 academically focused examples with meeting protocol) | Dec |  | No Upload |
| Faculty meeting for Building Capacity of parent involvement (meeting protocol) | Dec |  | No Upload |

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| **Property** |
| **Inventory** | **Compliance Item Description** | **Month Due** | **Feedback/Notes** | **Status** |
| Missing Item & Police Report for any lost/stolen Title I inventory not found within 24 hours of initial search for item (follow procedures from TI Technology department) | Monthly(as needed) |  | No Upload |
| **Title I Inventory** | DISTRICT |  |  |

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| **Plus ONE Schools ONLY** |
| **Plus ONE Documentation** | **Compliance Item Description** | **Month Due** | **Feedback/Notes** | **Status** |
| Plus ONE Teacher Planning Logs (2-3 samples) | Quarterly |  | No Upload |
| Plus ONE Parent Contact Logs (2-3 samples) | Quarterly |  | No Upload |

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