**Title 1 Comprehensive Monitoring and Compliance List**

**Documents Must be Uploaded to Compliance Folders / FDOE Website**

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| **Due Date** | **✓** | **Compliance Item** |
| Upload As Applicable |  | Leave of Absence (Four Week Letter) / Parent Notification – Compliance Item KIA6  4-Week / Leave of Absence Letter (if applicable) Parents must be notified when their child has been taught for 4 or more consecutive weeks by a Non-Highly Qualified (NHQ) teachers (date and principal signature required) |
| Upload As Applicable |  | Leave of Absence (Four Week Letter) / Parent Notification – Compliance Item KIA6  Non-Highly Qualified Letter (if applicable) (date and principal signature required) |
|  |  | **October** |
| October |  | District Parent Involvement Plan/School Parent Involvement Plan – Compliance Items KIA2&KIA3  Newsletter article, ParentLink, handbook, brochures, and student planners in multiple languages, etc., notification of location of District/LEA Parental Involvement Plan (The internet alone is not a sufficient means for parent notice.) The LEA may not simply post the plan on their website and consider that dissemination to parents occurred. Schools must show other means of disseminating this information to parents. |
| October |  | District Parent Involvement Plan/School Parent Involvement Plan – Compliance Items KIA2&KIA3  2015-2016 School Parental involvement Plan – Hard Copy |
| October |  | District Parent Involvement Plan/School Parent Involvement Plan – Compliance Items KIA2&KIA3  Newsletter article, ParentLink, letters, handbook, brochures, SAC/Parent Meeting Agendas and student planners in multiple languages, etc. provide evidence of the method by which the School-level Parent Involvement Plan (PIP) is disseminated and the PIP’s location (The internet alone is not sufficient means for parent notice.) |
| October |  | Parent Meetings / Activities – Compliance Items KIA2&KIA4  Annual Public Meeting (flyer, agenda, and sign-in sheets) evidence to include discussion with parents regarding the Title I requirements and their right to be involved, school’s performance status (Priority or Focus, if applicable) standards and assessments, district and school PIPs, school-parent compact, and grade level expectations. **\* Three (3) items are required for compliance: flyer, agenda, and sign-in sheets.** |
| October |  | Parent Meetings / Activities – Compliance Items KIA2&KIA4  Parent meeting agendas or dated meeting announcements showing flexible meeting times were offered (should reflect meetings scheduled at different times of the day- a minimum of three events required). Each event must include the flyer, agenda, and sign-in sheets for each event as evidence. |
| October |  | School-Parent Compact – Compliance Item KIA5  2015-2016 Parent-School Compact (a minimum of three compacts are required; Compacts submitted as evidence must include signatures by school, parent, and student. Please ensure confidentiality by blackening out the parent and student names on uploaded documents. |
| October |  | School-Parent Compact – Compliance Item KIA5  Newsletter article, ParentLink, letters, handbook and brochures in multiple languages, etc., provide evidence of the method by which the School-Parent Compact was disseminated. |
| October |  | School-Parent Compact – Compliance Item KIA5  School-Parent Compact Acknowledgement form- requirement is a minimum of 75% returned by October 5 |
| October |  | Parents “Rights to Know” Letter – Compliance Item KIA6  Dated Notification of Parents Right to Know qualifications of teachers and paraprofessionals sent to all parents. The USDE has not allowed this notification to be “buried” within another document (date and principal signature required) |
| October |  | Parents “Rights to Know” Letter – Compliance Item KIA6  Written procedure for notifying parents of affected students arriving after the initial letter has been distributed |
| October |  | Paraprofessional: Highly Qualified Working Under Direct Supervision of a Teacher – Compliance Item LIA-1  Principal’s Attestation Letter (annual) of compliance with the highly qualified requirements (date and principal signature required) |
| October |  | Paraprofessional: Highly Qualified Working Under Direct Supervision of a Teacher – Compliance Item LIA-1  List of all Title I core-subject area teachers and instructional paraprofessionals with indicators of their highly qualified status |
| October |  | Paraprofessional: Highly Qualified Working Under Direct Supervision of a Teacher – Compliance Item LIA-1  Instructional paraprofessionals’ schedules demonstrating that paraprofessionals are under the direct supervision of a teacher |
| October |  | Principal Verifications  Verification that the “Parents Right To Know” notification letter was sent to parents |
|  |  | **November** |
| November |  | Assessments – Compliance Item AIA1 & AIA2  Newsletter article, website notice, ParentLink posting in public agencies or libraries informing parents in a language they understand how to access SPAR, FSA and LEA Report Card (School Grades) and other assessment information <http://doeweb-prd.doe.state.fl.us/eds/nclbspar/index.cfm> (The internet alone is not a sufficient means for disseminating State and LEA report cards.) A copy of the school’s report card is not sufficient evidence. You must be able to demonstrate that the results were disseminated. This could be a copy of information in the newsletter telling parents the location of the SPAR/LEA report card. This could be sent home via backpack. Hard copies must be available. |
| zNovember |  | Assessments – Compliance Item AIA1 & AIA2  State and District Assessment administration schedules |
|  |  | **December** |
| December |  | Assessments – Compliance Item AIA1 & AIA2  Team leader, grade chair, or department head meeting documents regarding student achievement on the state assessment, local assessment and non-academic indicators: Minutes/notes to reflect review of FSA, CGA, I-Ready, Achieve 3000, attendance, graduation rates, etc. This could be any of the following. Meeting with principals to discuss the test scores and changes made to the overall school program. SAC meetings when the test scores are reviewed and the SIP developed. Team meetings to discuss the data and changes to the instructional program. Three documents are required for compliance: agenda, sign-in sheets, and minutes/notes. |
| December |  | Assessments – Compliance Item AIA1 & AIA2  Team leader, grade chair or department head meeting documents regarding how assessment results will be used to change instruction: Minutes/notes should reflect changes made and what data supported the change. Keep in mind that just conducting a data review is insufficient to demonstrate compliance. The key is what you do with the data. If you have data meetings, it is recommended that you include an action plan, next steps, or discussion regarding changes to the instructional program. This should be clearly documented (What does the data tell you and what are you going to do about it?). Three documents are needed for compliance: agenda, sign-in sheets, and minutes/notes. |
| December |  | Assessments – Compliance Item AIA1 & AIA2  Evidence of activities designed to improve teaching and learning based on results of assessments. (Data chat samples of items discussed, sample focus calendar, RTI plan, lesson plans, etc.) Interventions implemented specifically to address when improvements in student achievement are not achieved or maintained. |
| December |  | School Improvement Plan – Compliance Item AIA4  2015-2016 School Improvement Plan with Title I Addendum;  Charter Schools must complete the Schoolwide Plan – All Charter ‘D’ and ‘F’ schools are only required to complete the State’s School Improvement template and are not required to complete the Title I SIP addendum |
| December |  | School Improvement Plan – Compliance Item AIA4  Faculty email or staff meeting minutes informing school staff where to locate and review the 2015-2016 School Improvement Plan with the Title I Addendum / Schoolwide Plan (Charter Schools only) |
| December |  | School Improvement Plan – Compliance Item AIA4  Newsletter article, ParentLink or website notice informing parents and community, in a language they understand, how to locate and review the 2015-2016 School Improvement Plan with Title I Addendum / Schoolwide Plan (Charter Schools only) The Internet alone is not sufficient means for parent notice. |
| December |  | School Improvement Plan – Compliance Item AIA4  SAC minutes or newsletter articles giving evidence parents were allowed to give input on the 2015-2016 School Improvement Plan with Title I Addendum / Schoolwide Plan (Charter Schools only) and, if input was provided, how that input was addressed and used. (Parents must be given the opportunity to provide input on the contents of the plan. If the school regularly communicates with parent via a newsletter, then this may be used to notify them of the availability of the plan. Parents must be informed of the following: General information about the plan; an offer to provide a hard copy if requested; an opportunity to provide comment |
| December |  | School Improvement Plan – Compliance Item AIA4  SAC or other meeting documents required regarding development of the 2015-2016 School Improvement Plan with Title I Addendum / Schoolwide Plan (Charter Schools Only) Meeting minutes should indicate teacher, parent and community input, etc.) Three items are required for compliance: agenda, sign-in sheets, and minutes / notes. |
| December |  | District Parent Involvement Plan (PIP) - Compliance Items KIA2 & KIA3  SAC or meeting agendas, minutes and sign-in sheets regarding parent participation in the development, evaluation, and revisions of the 2015-2016 School-level Parent Involvement Plan (PIP): Minutes to include discussion of use of parent involvement funds and parent activities. Three documents are required for compliance: agenda, sign-in sheets and minutes / notes. |
| December |  | Leave of Absence (Four Week Letter) / Parent Notification – Compliance Item KIA6  Evidence that notification was sent out on the child’s level of achievement on each of the state’s academic assessments in a format and, to the extent practicable, in a language that the parent could understand |
|  |  | **March** |
| March |  | Professional Development – Compliance AIA7  Sample TDEs (copies of completed TDEs with signatures) |
| March |  | Professional Development – Compliance AIA7  On-site professional development agendas and sign-in sheets documenting professional development provided in relation to the needs assessment, reform strategies, and instructional programs/practices. |
| March |  | Professional Development – Compliance AIA7  Sample schedule of PLC meetings with topics of discussion |
| March |  | Professional Development – Compliance AIA7  Professional development activities for staff regarding increased parental involvement (Ex. Cultural Sensitivity, Effective Parent Conferencing) |
| March |  | Parent Meetings / Activities – Compliance Items KIA2 & KIA4  Dated notifications, meeting announcements, flyer, ParentLink report, etc., for parent activities providing evidence of timely notification allowing parents to make prior arrangements to participate in scheduled events. (Minimum of two documents required for compliance – to include dated notification document and an item for the event: ParentLink report, flyer, agenda, program sign-in sheets, etc.) |
| March |  | Parent Meetings / Activities – Compliance Items KIA2 & KIA4  Parent involvement activities provide evidence of implementation of activities listed in the School-level Parent Involvement Plan (PIP) – a minimum of three activities are required; must include the flyer, agenda and sign-in sheets (refer to the Building Capacity of the PIP – e.g. parent literacy nights, parent workshops, community / health fairs, etc.) Please do not include PTA/PTSA/PTO or SAC meetings as evidence for your upload. |
|  |  | **May** |
| May |  | School Improvement Plan – Compliance Tem AIA4  SAC minutes or newsletter articles giving evidence parents were allowed to give input on the 2015-2016 School Improvement Plan with Title I Addendum / Schoolwide Plan (Charter Schools only), and if input was provided, how that input was addressed and used. |
| May |  | School Improvement Plan – Compliance Tem AIA4  Extended Learning Opportunities (ELO) (if applicable) |
| May |  | Equipment Inventory – Compliance IIA4  Equipment Inventory list including school location of Title I equipment (See person in your school responsible for property and inventory to obtain list.) |
| May |  | District Parent Involvement / School Parent Involvement Plan – Compliance Items KIA2 & KIA 3  Of a school does not have a compliant PIP, then it may result in a finding for the LEA of compliance item KIA2 since the LEA is responsible for ensuring that all schools have a PIP that meets compliance. The statute requires that schools make the PIP widely available to the community. |
| May |  | School-Parent Compact – Compliance Item KIA5  Spring 2016 SAC meeting agenda, minutes, and sign-in sheets regarding review of current compact and development of the 2016-2017 School-Parent Compact. |
| May |  | School-Parent Compact – Compliance Item KIA5  2016-2017 School-Parent Compact |
| May |  | School-Parent Compact – Compliance Item KIA5  Parent-teacher conference forms provide evidence that the school-parent compacts were discussed with parents (a minimum of three forms are required). Please ensure confidentiality by blackening out the parent and student names on the upload documents. These documents should be filed with the returned compacts and kept for five (5) years. |
| May |  | Annual Evaluation of Parent Involvement Program – Compliance Item KIA2  Evidence of Annual Evaluation – upload the online survey results (provided by Title I Department) and/or tall and summarize reports |
| May |  | Annual Evaluation of Parent Involvement Program – Compliance Item KIA2  Review of the Parental Involvement Plan (PIP) Form- This document is part of the evaluation process and will be needed to complete the online PIP submission to FLDOE. |
| May |  | Annual Evaluation of Parent Involvement Program – Compliance Item KIA2  SAC or other parent meeting agendas, minutes, sign-in sheets documenting Evidence of Annual Meeting and Review of the Parental Involvement Plan (PIP) and discussions held regarding the review of the Parent Involvement Plan (PIP) based on survey results as well as revisions made for the 2015—2016 Parental Involvement Plan (PIP) and School Parent Compact as a result of this review (agenda and minutes should reflect that parents were given an opportunity to provide input). |
| May |  | Principal Verifications  Verification for L-1 (4-Week Letter), L-2(Non-HQ Letter) and L-3 (Written Procedure) (if applicable) A copy of the letters alone is not sufficient to demonstrate compliance. We must see evidence that letters were disseminated to parents; include date and method used to notify parents. |