

**TITLE I MONITORING FORM
PRIVATE SCHOOL SERVICES
Elementary and Secondary Education Act (ESEA)
Public Law 107-110, Section 1120**

District _____ **School** _____ **Date of Review** _____

Reviewer(s) _____

Private School Principal/Official: _____

Private School Teacher/Instructor: _____

Monitoring Requirements	Evidence of Compliance	Compliant
1. The LEA uses free/reduced lunch forms or an alternative method to determine poverty.	<input type="checkbox"/> A blank copy of the form used to determine poverty <input type="checkbox"/> Method used to collect data is evident	<input type="checkbox"/>
2. Poverty is calculated every year or every two years.	<input type="checkbox"/> Evidence of poverty calculations <p style="text-align: center;">or</p> <input type="checkbox"/> Project application, page 2d	<input type="checkbox"/>
3. The following criteria are used to determine the children most in academic need in grades K – 2: <ul style="list-style-type: none"> • teacher judgment, • parent interview for students, and • age appropriate tests. 	<input type="checkbox"/> Student selection forms include the following K-2 student rankings: <ul style="list-style-type: none"> • teacher judgment, • parent interview for students, and • age appropriate tests. <input type="checkbox"/> Documentation is available to reflect students served were determined using student ranking form	<input type="checkbox"/>

Monitoring Requirements	Evidence of Compliance	Compliant
<p>4. The following criteria are used to determine the children most in academic need in grades 3 – 12:</p> <ul style="list-style-type: none"> • standardized test scores • teacher judgment • grades. 	<p><input type="checkbox"/> Student selection forms include the following student rankings:</p> <ul style="list-style-type: none"> • standardized test scores • teacher judgment • grades. <p><input type="checkbox"/> Documentation is available to reflect students served were determined using student ranking form</p>	<p><input type="checkbox"/></p>
<p>5. Documentation of contact with private schools in and/or outside of the district (within 25 miles of a served school) is available for review.</p>	<p><input type="checkbox"/> Certified mail receipts and dated copies of letters sent to private schools located in the district and in neighboring districts if applicable are available.</p>	<p><input type="checkbox"/></p>
<p>6. Documentation of consultation with private school official(s) prior to the LEA making a final decision regarding program services, measurable progress, and evaluation criteria of the program is available for review.</p>	<p>The following documentation of consultation:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Agendas with meeting dates <input type="checkbox"/> Minutes <input type="checkbox"/> District – private school correspondence 	<p><input type="checkbox"/></p>
<p>7. The private school consultation required has occurred in a timely manner throughout the school year.</p>	<p><input type="checkbox"/> The documentation in number 6 reflects on-going consultation.</p>	<p><input type="checkbox"/></p>
<p>8. The LEA can document that a written affirmation has been signed by officials of each participating private school.</p>	<p><input type="checkbox"/> Copy of signed affirmation by private school officials and the LEA official for each private school to receive services</p>	<p><input type="checkbox"/></p>
<p>9. The LEA has met the requirements for consultation, written affirmation and has determined the evaluation method for the program prior to the beginning of the new school year.</p>	<p>The following documentation of consultation:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Agendas with meeting dates 	<p><input type="checkbox"/></p>

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	<input type="checkbox"/> Dated district – private school correspondence <input type="checkbox"/> Copies of affirmation letters signed by private school officials and the LEA official for each private school to receive services <input type="checkbox"/> Private school consultation agendas and minutes that indicate that evidence of annual progress has been determined	
10. Documentation supports that all served private school students are residents of a served Title I school attendance area and are most at-risk of academic failure.	<input type="checkbox"/> Ranking list of students who are most academically in need of services <input type="checkbox"/> Documentation to reflect that home addresses have been checked to ensure students were zoned for Title I schools.	<input type="checkbox"/>
11. The eligible children in each private school have been provided equitable educational services and other benefits (i.e. support services).	<input type="checkbox"/> List of private school students receiving Title I support services	<input type="checkbox"/>
12. Services provided to private school children are offered for the full academic year and/or summer program.	<input type="checkbox"/> Documentation to reflect date services began: _____ Date services ended: _____	<input type="checkbox"/>
13. The LEA private school program is administered by the LEA.	<input type="checkbox"/> Purchase orders and check requests for goods and services associated with private school services at the district office	<input type="checkbox"/>
14. The private school program complements the instruction in the regular private school classroom.	<input type="checkbox"/> Evidence of planning between Title I teacher and private school teachers.	<input type="checkbox"/>

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15. The Title I teacher providing services to private school children is certified by the state and is an employee of the district or is hired as a third party contractor. (Teacher hired as a third party contractor is not required to be highly qualified.)	<input type="checkbox"/> Payroll records or billing for contractor's services provided are on file at the district office. <input type="checkbox"/> Copy of third party contract or purchase order, if applicable.	<input type="checkbox"/>
16. If the LEA has entered into an agreement with a third party contractor to provide services, the LEA has a signed copy of an appropriate contract outlining the services to be provided.	<input type="checkbox"/> Copy of contract/purchase order describing services to be provided, # of students served, hours per week, weeks per year, etc.	<input type="checkbox"/>
17. Paraprofessionals providing instruction are under the direct supervision and in close proximity of a certified teacher employed by the district.	<input type="checkbox"/> Evidence that the paraprofessional providing instruction works under the direct supervision of a teacher (i.e. teacher's lesson plans with paraprofessionals' assignments noted, paraprofessionals' work log with teacher's signature for verification of assignment, etc.) <input type="checkbox"/> Evidence that the teacher is located at least in the same wing of the building as the paraprofessional <input type="checkbox"/> Not applicable	<input type="checkbox"/>
18. Documentation demonstrates that parents of participating children have been involved in the planning of parent involvement activities. Parents have been offered opportunities to participate in parent involvement activities on an equitable basis.	<input type="checkbox"/> The following Title I planning team meeting documentation: <ul style="list-style-type: none"> <input type="checkbox"/> Meeting announcements <input type="checkbox"/> Agendas <input type="checkbox"/> Minutes <input type="checkbox"/> Sign-in sheets 	<input type="checkbox"/>
19. Activities and/or classes have been offered and held for parents of children receiving Title I services	<input type="checkbox"/> The following documentation of parent activities and/or classes for parents of children receiving services: <ul style="list-style-type: none"> <input type="checkbox"/> Meeting announcements <input type="checkbox"/> Agendas 	<input type="checkbox"/>

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	<input type="checkbox"/> Minutes <input type="checkbox"/> Sign-in sheets	
<p>20. Evidence is available to demonstrate that the district set asides the required proportion of professional development, parent involvement, and any other K-12 instructional program set-aside funds for use by the private school program. (The required amount is shown to be proportionate to the number of private school children from low-income families residing in participating public school attendance areas.)</p> <p>Through set aside, professional development for private school teachers of Title I children was provided.</p>	<input type="checkbox"/> Completed private school equitable services form	<input type="checkbox"/>
<p>21. District set-aside services are provided to private school children within the same grade span as Title I services in the public schools.</p>	<input type="checkbox"/> Evidence of services provided to private school children. These services correspond to the services funded by the Title I district set-aside funds.	<input type="checkbox"/>
<p>22. The LEA, in consultation with private school official(s), has determined what would constitute annual progress for the Title I private school program.</p>	<input type="checkbox"/> Private school consultation agendas and minutes that indicate evidence of annual progress.	<input type="checkbox"/>
<p>23. The Title I teacher has received and/or has been offered professional development from the district.</p>	<input type="checkbox"/> Correspondence offering professional development opportunities <input type="checkbox"/> Agendas and handouts for staff development activities	<input type="checkbox"/>
<p>24. Documentation shows that any equipment purchased for use at the private school is properly labeled and is on the district's inventory list of Title I purchased equipment.</p>	<input type="checkbox"/> Title I inventory reconciliation form identifies equipment purchased with Title I funds. <input type="checkbox"/> Inventory control numbers and equipment serial numbers correspond with the information logged on the Title I inventory reconciliation form.	<input type="checkbox"/>

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<p>25. Equipment purchased with Title I funds is only used by the Title I teacher and children. Equipment is the property of the LEA.</p>	<p><input type="checkbox"/> Title I inventory reconciliation form identifies equipment purchased with Title I funds.</p> <p><input type="checkbox"/> Documentation signed by the private school official agreeing to proper use of Title I equipment.</p> <p><input type="checkbox"/> The location of equipment is logged on the Title I inventory reconciliation form.</p>	<p><input type="checkbox"/></p>
<p>26. No funds have been used for repairs, minor remodeling, or construction of private school facilities. No Title I funds have been used to improve the instructional program of the private school.</p>	<p><input type="checkbox"/> Title I budget form</p> <p><input type="checkbox"/> Title I expenditure report from school's accounting system</p>	<p><input type="checkbox"/></p>
<p>27. Private school officials are knowledgeable of the state's complaint procedures.</p>	<p><input type="checkbox"/> Written correspondence to the private school official containing the state's complaint procedure</p>	<p><input type="checkbox"/></p>