

## Title Programs Checklist

This list was created to help a district/school monitor and organize the required Title activities and required documentation.

Area	Document/Activity	Required by (Examples of documents)	Completed	Documentation Located
<b>Parents</b>	Parents Right to Know	Sent Annually		
	Fiscal Records to support parent involvement on set aside page per building (for districts receiving over \$500,000)	Annually		
	Annual Parent Meeting	Annually (Agenda, Sign-in Sheet)		
	School-Parent Compact	Sent Annually		
	Parent Survey re: Title I, Title II-A, LEP, PD, etc	Collected Annually		
	Parent Involvement Policy/District and Building Plan	Annually/Review Date (Minutes or Agenda from Board Meeting)		
	Opportunities for increased family involvement (Family Literacy Nights, etc)	Several throughout the school year (Agenda, Sign-in Sheet)		
	Complete Title IV survey for parents, community and agencies.	Annually as part of Needs Assessment Requirement		
<b>Homeless Education</b>	Homeless Awareness Posters displayed in School, District and Community	Must be posted throughout the year in a place frequented by parents/community. (Document by photos or logs of		

		where and when posters were put up.)		
	Homeless Education Awareness Training	Annually (Sign-in Sheets and Agenda) Beginning of Year		
	Homeless Policy	Annually Review (Minutes or Agenda from Board Meeting)		
	Dispute Resolution Procedure	Review annually to keep current		
	Coordination of identification and services with local social services agencies and other agencies.	Documentation of regular contact with community agencies (logs, agendas, emails, minutes)		
	System or brochure to provide referrals to homeless students for health care, mental health, addictions, dental or other appropriate services.	Update the referral system annually to make sure it is current.		
<b>Properly Licensed for grade level and subject taught</b>	Verify or confirm who in the district is responsible for verification	Annually		
<b>Professional Development</b>	Professional development plan and how decisions regarding PD were made/Building Level Professional Development Plan	Plan should be done yearly, and district administration should be able to articulate plan		
	Teacher Surveys (demonstrates teachers have been given opportunity to participate)	Annually (Results of surveys)		

<b>Targeted Assistance</b>	Criteria for selecting students for Title I Services: Multi-criteria, rank order list	Criteria written once a year; rank order list is fluid and should change throughout the year		
<b>Internet Safety</b>	District Internet Safety Policy	Annually Reviewed by board (minutes and agenda)		
<b>Financial</b>	Procurement Policy	Reviewed annually by the board to keep current		
	Inventory – Records listing equipment, unit cost, date of purchase, location, date of disposal, FAIN, amount rec'd disposal	Once every 2 years (Document that indicates the last physical review date.)		
	BUDLED	Annually		
	ACCRPT	Annually		
	Federally Funded Personnel File	Annually (and whenever personnel/funding changes)		
<b>Title III-LEP &amp; IMM</b>	Consortia Member Agreements	Annually reviewed signed by board		
	LEP Notice to Parents	30 days from start of school or 2 weeks from when student enters school if entering after the first day of school.		
	Fiscal Records-by building	Annually		
	Parental Involvement Activities	Annually/Continually during the year (Agendas, Sign-in Sheets)		
<b>Schoolwide-New</b>	Committee created includes: Parents, teachers, staff, administrators	Once during planning year (Agendas, Sign-in Sheets)		

<b>Paraprofessionals</b>	Schedule of paraprofessionals (demonstrates equitable distribution of duties when compared to non-Title funded positions)	Annually/Whenever position or duties change		
	Document how paraprofessional meets federally qualified status	Annually (must retain at building level)		