Title I Compliance Components Evidence Checklist

School Name:

Date:

COMPREHENSIVE NEEDS ASSESSMENT	Complete	Needs Revision
Testing Data		
Survey Data (teachers, parents, students)		
Discipline Report/Data		
Attendance Data		
School Report Card		
Promotion/Retention rates from previous two years (charts)		
Assessment Instruments to determine interventions / Target students		

SCHOOL DOCUMENTATION	Complete	Needs Revision
Principal Attestation Statement copy		
School Improvement Plan		
Planning Meetings (sign in sheets, agendas, minutes)		
Proof of Notifications (i.e. flyer, e-mail, letters, including parent notification)		
School Report Card		
School Compact		
Title I Personnel		
Title I Staff Schedules		
Equipment Inventory of purchases made with Title I Dollars		
Title I Annual Meeting (Evidence)		

STUDENT SELECTION CRITERIA		
Selection Criteria Sheet		
Rank Order Spreadsheet		
Title I TA's Interventionist Schedule(s)		
Title I TA's Interventionist Student's roster		

SCHOOL REFORM STRATEGIES	Complete	Needs Revision
Research Based Methods and Strategies		
Research Based Report aligned with the findings of the needs assessments (instructional data, surveys, community assessment, etc.)		
Provide detailed, enriched and accelerated curriculum for all children (Teacher Leaders, Ed Specialist implementation)		
The plan address the needs of all children but particularly the needs of the target populations		

The plan address the specific strategies explaining how the school will determine if identified needs are met (Teacher Leader, Ed Specialist strategies)		
PLC reflection sheets (documentation of meetings)		
HQ TEACHERS	**Complete**	**Needs Revision**
Time and Effort Logs (Must be sent to the District Title I Office every month)		
If applicable waiver documents		
Semi-Annual Certification (100% Title I Paid Personnel)		
Teacher Certifications 0 HQ teacher chart		
Non-HQ copy of letter and note how it was sent to parents		
Parent Right to Know		
PROFESSIONAL DEVELOPMENT	**Complete**	**Needs Revision**
School Professional Development Plan aligned to SIP		
Professional Development Plan tailored to meet the needs of all students, teachers as identified in the needs assessment		
Professional development aligned with local and state standards		
Professional development to show staff is trained to meet individual needs of the targeted population		
Professional Development in coordination with the District-Ed Specialist, Teacher Leaders & Administrators		
Calendar of Professional Development activities both on and off-site		
Sign-in sheets copies (for on-site)		
Agendas (for on-site)		
Evaluations (for on-site)		
STRATEGIES TO ATTRACT HQ	**Complete**	**Needs Revision**
Interview personal director		
Interview principals/teachers		
Review documents describing employment and incentive policies		
ASSESSMENT-INCLUDING TEACHERS IN DECISIONS MAKING	**Complete**	**Needs Revision**
Calendar/Schedule of Meetings		
Meeting sign-in sheets		
Meeting agendas		
Minutes of the meetings		

Committees (including School Improvement Team)						
Surveys						
Questionnaires						
Evidence to show that teams of teachers, administrators and parents directly participate in the decision-making process when it involves assessment						
Selection Process for Targeted Students						

PARENTAL INVOLVEMENT	Complete	Needs Revision
School Parent Involvement Plan		
School Parent Involvement Policy		
Student/Parent Handbook		
Evidence of an annual public meeting (sign-in sheets, agendas, minutes)		
Parent Right to Know Letter		
Specific strategies to increase parental involvement, based on the results of the needs assessment		
Evidence of collaboration with community resources i.e CIS		
Evidence of parents being included as decision makers in a broad spectrum of school decisions (invitations to parents, meeting dates, meeting agendas, list of attendees, dissemination procedures)		
Calendar of monthly/annual parent events, workshops, academic fairs, academic nights (sign-in sheets, agendas, minutes)		

SCHOOL TRANSITION	Complete	Needs Revision
Documents that show evidence of collaboration between school and preschool programs (Head Start, More at 4, Even Start)		
Records of communication with area preschool programs		
Documents that show evidence of collaboration between Elementary & Middle and Middle & High		
List/calendar/schedule of community resources or partnerships, volunteers		
List of other programs or resources available to students		

EXTENDED LEARNING OPPORTUNITIES	Complete	Needs Revision
Minutes form student assistance team meetings		
Unit plans, lesson plans, grade level plans		
Instructional Intervention Plan		
CFST (Child Family Support Team) meeting minutes (if applicable)		
PEPs, IEPs, 504 Plans		
Available assistance: instructional programs, extra tutor support, extended instructional day, flex schedule intervention, volunteers, after-school programs, Saturday Academy, Literacy Nights, District Academies, etc		
Schedule for tutors, guidance, volunteers, etc-any individual who provides support services		

Incomplete	
Incomplete	
Incomplete	

Incomplete	
Incomplete	
Incomplete	
Incomplete	

Incomplete	
Incomplete	
Incomplete	