



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
 DIVISION OF SCHOOL IMPROVEMENT – GIFTED PROGRAMS
SELF-MONITORING REPORT

School District Name:	County-District Code:
District Gifted Programs Coordinator:	Form Due Date:

Directions

- Respond to each of the following monitoring requirements by placing an appropriate code (*see below*) on the line to the left of the corresponding item. **Responses are required on each lettered item**, and documentation proving compliance must be kept on file at the district.

CODE KEY
DC = District Compliant: An internal review indicates compliance. When using this code, the district must have the documentation readily available for review, if requested.
DR = District Resolving: An internal review indicates a compliance discrepancy. When using this code, use the comment section to explain how the district intends to resolve the discrepancy and its intended time frame for completion.
DA = District Assistance: The district requests assistance. A supervisor from gifted programs will contact the district to arrange for assistance.
NA = Not Applicable to this district.
- Place a checkmark in all appropriate boxes under Evidence Sources to indicate the type of supporting documentation you have available. The documentation of evidence sources must be on file at the district for possible review. Do not send copies of evidence sources to State Programs.
- MAIL: the completed form by the due date above to: School Improvement & Accreditation, Missouri Department of Elementary and Secondary Education, PO Box 480, Jefferson City, MO 65102
- QUESTIONS: Contact: School Improvement & Accreditation (573) 751-4104

Assurances

The authorized representative assures the Department of Elementary and Secondary Education that the district shall:

- Keep such records for a period of three years and provide such information as may be necessary for the fiscal program auditing and for program evaluation; provide the Department of Elementary and Secondary Education any information it may need to carry out its responsibilities under the programs.
- Adhere to the requirements of the applicable federal statutes and regulations, the state rules governing the programs, and all other applicable statutes, including: Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; Title IX of the Education Amendment of 1972; Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters; and Gun-Free Schools Certification.
- Submit all required information on the appropriate Core Data screens in an accurate and timely fashion.

The board-authorized representative understands the assurances and the responsibility for compliance placed upon the district. The district will refund directly to the Department of Elementary and Secondary Education the amount of any funds made available to the applicant that may be determined by the Department, or an Auditor representing the Department, to have been misspent or otherwise misapplied.

Authorized Representative	Date
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General Provisions

____ **1. If the gifted program was State-assisted in 2005-2006:**

a. The district serves 80% or greater number of students in the approved gifted programs as compared to the number of students served in the base year of 2005-2006.

Evidence Sources:

- caseloads (student served)
- core data program screen 20

____ **2. Certification:**

a. All teachers in the gifted program have the appropriate certification for the delivery system they provide.

Evidence Sources:

- work schedules
- core data program screen 18

____ **3. Placement criteria:**

a. Placement criteria used to select students to participate in the programs is at or above state minimums.

Evidence Sources:

- core data program screen 25

____ **4. Student/Teacher Contact minutes:**

a. All gifted teachers provide a minimum of 150 minutes per week of direct instruction to identified gifted students.

Evidence Sources:

- work schedules
- core data program screen 20

____ **5. Annual Evaluation Process:**

a. The district conducts an annual evaluation of the gifted programs.

Evidence Sources:

- review of program strengths and weaknesses
- documentation of recommendations and revisions
- presented to board of education for review

Comments for items indicated DR – Please include plan and time frame for resolution