Civil Rights Compliance Review
Documentation Checklist

A.1. Continuous Nondiscrimination Notice

- A copy of the district's/school's continuous nondiscrimination notice.
- Copies of a variety of district/school publications that notify applicants, students, employees, and parents that it does not discriminate on the basis of race, color, national origin, sex, or disability. Can include the following:
    - Brochures on programs, activities
    - Student application
    - Job application
    - Catalog
    - Student handbook
    - Staff handbook
    - Job announcements
    - Posters advertising various programs
    - Recruitment materials
    - Website
    - School newspaper

A.2. Persons Responsible for Coordinating Title IX and Section 504

- Document(s) which designate the Title IX and Section 504 Coordinator(s) that includes name (or position), business address, and phone number
- Copies of school/district publications that notify applicants, students, employees, and parents of the names or titles, address, and phone number of the Title IX and Section 504 Coordinator(s) in the notice of nondiscrimination. (Can refer to documents in above Standard A.1)
- The job description for the Title IX and Section 504 Coordinator(s) which outlines the duties and responsibilities of the position(s)
- Description of the training the Title IX and Section 504 Coordinator(s) have received.

A.3. Annual Public Notice of Nondiscrimination

- Copies of the annual public notice of nondiscrimination as published in local newspapers, district/school newsletters, radio/TV, etc.
- Description or plans for providing annual public notice to visually impaired and national origin minority persons

A.4. Grievance Procedure

- A copy of the district's/school's grievance procedure for persons who feel like they have been discriminated against based on sex or disability
- Copies of publications/list of locations where the district grievance procedure can be accessed by students, employees, parents, and patrons

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C. Recruitment

- Copy of CTE recruitment plans
- Description of CTE recruitment activities
- Copies of CTE recruitment materials, including brochures, flyers, newspaper ads, course catalogs, etc.
- Copy of CTE course catalog / course descriptions
- Written plan for recruiting individuals with English as a second language
- Written plan for recruiting individuals with hearing impairments
- Samples of recruiting materials in alternative languages/formats (as applicable)

D. Admissions

- Admissions policy for CTE/description of admissions process
- Procedures and criteria for selective admissions to CTE programs where there are more applicants than can be accommodated
- Demographics of rejected candidates by selection criteria
- Procedure for LEP/ELL identification and placement

E. Student Financial Assistance

- Copy of policies/description of process for making all students aware of financial assistance opportunities

F. Counseling and Pre-CTE Programs

- Calendar of counseling and/pre-CTE activities
- Copy of enrollment forms
- Describe process to identify and address disproportionate enrollment in CTE programs

G. Services for Students with Disabilities

- Describe how the district assures access of persons with disabilities to all programs, courses, services, and activities offered by the district/school
- Describe how equipment and/or facilities have been adapted to give students with disabilities access
- Describe policy for providing aids and services
- List several aids and services available to students with disabilities
- Copy of policies governing use of service animals, tape recorders, note takers, etc.
- Copy of district's/school's FAPE policy and procedures
- Description of the system of procedural safeguards
- Describe how do persons familiar with CTE programs participate in FAPE and/or Section 504 placement decisions for persons with disabilities
- Listing of separate classes, services, activities and facilities for persons with disabilities
- Policies for testing modification for persons with disabilities
- List of testing modifications that have been used by the district/school for persons with disabilities

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H. Accessibility of Facilities

- Copy of the ADA accessibility self-study
- Copy of the ADA transition plan (If available)
- Listing/description of facility modifications made to assure accessibility compliance with implementation dates
- Copy of a notice of facility accessibility for activities/patron request for special requirements

I. Comparable Facilities

- Listing of separate programs, services, and/or facilities for students with disabilities
- Listing of separate programs, services, and/or facilities for male and female students
- Listing of separate programs, services, and/or facilities for LEP students
- Rationale/corrective action for disparities that exist in programs, services, and/or facilities for students with disabilities, male/female students, or LEP students.

J. Work-Based Learning Education, Job-Placement, and Apprenticeship Training

- Sample copy of apprenticeship, workplace, job-shadowing, and/or cooperative education agreements (if applicable)

L. Employment

- Copy of employee handbooks (certified and non-certified employees)
- Sample job announcements
- Employee recruitment policies
- Copy of employment application(s)
- Salary schedule(s)
- Promotion/tenure policies