

# ESEA Program Self-Monitoring Checklist

## Tiered Monitoring Items - School Year 2019-20

### December Cycle

December Cycle - Title I.A Improving Basic Programs Operated by LEAs	Evidence
<p><b>1. Breakdown of Allocation (BOA) (Administrative Manual)</b></p> <p>- Economic deprivation and membership documentation is available for public schools and matches the data on Step 1 of the BOA on the ESEA Consolidated application. The LEA uses the same measurement of poverty and enrollment for all attendance centers taken at the same point in time.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Documentation of measurement of economic deprivation (Feb. Cycle Core Data Screen 15) (Do not need to upload)</li> <li><input type="checkbox"/> Documentation of measurement of membership (Feb. Cycle Core Data Screen 16) (Do not need to upload)</li> <li><input type="checkbox"/> Documentation of measurement of economic deprivation (required if not using Feb. Cycle Core Data Screen 15)</li> <li><input type="checkbox"/> Documentation of measurement of membership (required if not using Feb. Cycle of Core Data Screen 16)</li> </ul>
<p><b>2. Neglected Institutions (Administrative Manual) (if applicable)</b></p> <p>- The LEA has a plan for neglected funds that describes the program to be implemented.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Title I.A Neglected School Child Form (Do not need to upload)</li> <li><input type="checkbox"/> Title I.A LEA Plan (Do not need to upload)</li> </ul>
<p><b>3. Parent Notifications of Teacher Qualifications (ESSA 1112(e))</b></p> <p>- Parents of each student attending a school receiving Title I.A funds are notified annually, in a uniform format they can understand, that they may request and the LEA will provide information regarding the professional qualifications of the student's classroom teachers.  <a href="https://dese.mo.gov/sites/default/files/qs-fc-Parents-Right-to-Know-ESSA-2017.pdf">https://dese.mo.gov/sites/default/files/qs-fc-Parents-Right-to-Know-ESSA-2017.pdf</a></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Newsletter or student handbooks from each Title I.A school</li> </ul>

#### 4. School Parent and Family Engagement Policy (ESSA 1116)

a. The LEA provides documentation that each Title I.A served school jointly develops and/or annually reviews and updates, as needed, with parents, a Parent and Family Engagement Policy including the School Parent Compact that outlines how parents, the entire school staff, and students share the responsibility for improved student achievement and the means by which the school and parents will build a partnership to help children achieve the Missouri Learning Standards.

- Meeting agendas, sign-in sheets and minutes of meetings (required)
- Copies of the Parent and Family Engagement Policy from each Title I.A served school. Policies are in a uniform format that parents can understand (Do not need to upload)
- One signed School Parent Compact from each Title I.A served school. (required)

b. Each Title I.A served school distributes the School Parent and Family Engagement Policy to Title I.A parents and family members.

- Documentation showing the School Parent and Family Engagement Policy was distributed to Title I.A parents and families.

#### 5. Paraprofessional (ESSA 1111)

a. In a Title I.A targeted program, paraprofessionals paid with Title I.A funds must have a minimum of 60 semester hours of college credit with a certified transcript on file, or have taken and passed the ParaPro Assessment or the Paraprofessional Assessment.

- Copy of transcript
- Copy of ParaPro Assessment results
- Copy of Paraprofessional Assessment results
- Substitute Certificate (Do not need to upload)
- Staff Assignment Report (Do not need to upload)

b. In a Title I.A schoolwide program, all instructional paraprofessionals must have a minimum of 60 semester hours of college credit with a certified transcript on file, or have taken and passed the ParaPro Assessment or the Paraprofessional Assessment.

- Copy of transcript
- Copy of ParaPro Assessment results
- Copy of Paraprofessional Assessment results
- Substitute Certificate (Do not need to upload)
- Staff Assignment Report (Do not need to upload)

c. In a Title I.A funded preschool program, preschool instructional paraprofessionals must have a minimum of 60 semester hours of college credit with a certified transcript on file, or have taken and passed the ParaPro Assessment or the Paraprofessional Assessment.

- Copy of transcript
- Copy of ParaPro Assessment results
- Copy of Paraprofessional Assessment results
- Substitute Certificate (Do not need to upload)
- Staff Assignment Report (Do not need to upload)

d. The LEA ensures instructional paraprofessionals are under the direct supervision of an appropriately certified teacher. (Special Education paraprofessionals are not applicable)

- Staff Assignment Report (Do not need to upload)