

TITLE III, PART A MONITORING - DOCUMENT REQUEST LIST

Please provide the information below for the most recent year for which it is available:

SEA:

- Fiscal
 - Budget [including breakdown of funds reserved for State activities (SEA budget and personnel records) and subgrantee awards]
 - Copies of Title III grant awards to LEAs that will be part of the monitoring review
 - Record of the SEA's final Title III subgrants to eligible entities including immigrant subgrants, consortia leads (if applicable), members of consortia
 - Documentation of SEA calculations for subgrants
 - Samples of 15 invoices from the current year for Title III materials, supplies, equipment
 - Procedures for implementing State definition of 'significant increase'
 - Written procedures for allocating and reallocating (as needed) Title III funds to eligible entities, including for immigrant children and youth subgrants
 - SEA guidance to subgrantees on supplement not supplant and administration "cap" requirements.

- English Language Proficiency Standards
 - Copy or link to State approved English language proficiency (ELP) standards, and date and evidence of approval
 - Documentation of training and technical assistance provided to Title III subgrantees on implementation of the State's ELP standards
 - Evidence of a process for alignment of State ELP standards with State content and achievement standards

- English Language Proficiency Assessment
 - Alignment study or other documentation demonstrating alignment of State ELP assessment to State ELP standards
 - Test administration manuals for ELP assessment(s) and/or other documents provided to test administrators instructing them on procedures for test administration, including policies on accommodations on ELP assessment(s) for students with disabilities

- Annual Measurable Achievement Objectives (AMAOs)
 - AMAO targets and methods for calculating AMAOs, including definitions of AMAO1, 2 and 3
 - Written State plan for making Title III AMAO determinations and timeline for notifying subgrantees of their AMAO status
 - Copy of the State notification to subgrantees that did not meet AMAOs
 - List of subgrantees that did not meet AMAOs in each of the last four years
 - Copy of the State's accountability plan for subgrantees who fail to make AMAOs

- State plans and current activities to assist Subgrantees that did not meet Title III AMAOs for two and four consecutive years
- If applicable, improvement plan samples or templates for subgrantees that do not meet AMAOs for two consecutive years
- Decision rules for how the State makes AMAO determinations for consortia members
- Immigrant Children and Youth Subgrants
 - List of subgrantees under the immigrant set aside
 - State guidance to eligible entities regarding application for the immigrant grant program and program requirements
- Private Schools
 - Evidence that the SEA monitors subgrantee compliance with the provision of equitable services to eligible children, their teachers, or other educational personnel
 - Evidence that the SEA monitors that the subgrantee conducts timely and meaningful consultation with appropriate private school officials during the design and development of the Title III program
- Local Plan
 - Process used for LEA submission and SEA review of subgrantee local plan(s)
 - Timeline for State review, approval, and notification of funding for Title III subgrants
 - Technical assistance provided to LEAs on local plan requirements as described in Section 3116(b)
- Monitoring
 - Monitoring plan/process, including list of completed and planned on-site visits (monitoring cycle and schedule), data review, reporting and corrective action processes pertaining to most recent monitoring by the SEA
 - Copy of monitoring instrument(s) and criteria for selecting subgrantees for review, including onsite monitoring, desk reviews and/or subgrantee self-assessment tools
 - Copies of most recent monitoring reports issued to subgrantees and subgrantee responses to reports
 - Procedures for corrective actions to be taken by subgrantees that fail to implement Title III requirements

LEA:

- For each subgrantee to be visited:
 - Budget [including breakdown of funds] for Title III formula subgrants and Immigrant Children and Youth subgrants, if applicable
 - Copy of current Title III local plan and immigrant children and youth plan and amendments, if applicable
 - Copy of most recent monitoring report issued by the State
 - Title III improvement plan, or documents related to 4-year accountability provision, if applicable
 - Data on the number of LEP students being served by the subgrantee

- Data on the number of immigrant students being served by the subgrantee
- Copies of documents related to the provision of equitable services to eligible LEP students and educational personnel in private schools
- Samples of parental notifications, including notices to parents regarding student identification and placement, and, if applicable, notices regarding subgrantee failure to meet Title III AMAOs
- Description of core language instruction education program for LEP students
- Examples that demonstrate how the LEA ensures teacher fluency in English and any other language of instruction