

## **Pre-Visit Documents to Submit to AOE for CFP Monitoring**

Please upload the following items to the corresponding SharePoint folder at least seven working days before your scheduled on-site visit. Please do not submit forms or other information that does not directly relate to this request.

### Services to Independent Schools

1. Letter of invitation to participate in Title funding sent to independent school officials and records of their responses.
2. Timeline of planned activities on behalf of participating independent schools.
3. If applicable, rosters from professional development activities that included independent school participants.

### McKinney Vento

1. Documents used, including notifications posted on-site in each school, and to inform parents/guardians or unaccompanied youth of school selection/enrollment decisions and their right to appeal.
2. Procedures for determining excess transportation costs for students experiencing homelessness, if using Title I, Part A to pay for transportation expenses.
3. Conflict resolution process when working with other LEAs and when working with parents/guardians or unaccompanied youth.
4. List of community partners and the services provided to eligible families and students.

### Parent and Family Engagement

1. LEA and participating schools' parent and family engagement policies.
2. Title I schools' Parent-School compacts with annual dissemination plans.
3. Summary of data analyzed or the LEA's process to collect information to determine the effectiveness of policies and practices (school surveys, parent feedback, parent advisory groups, evaluations from parent workshops, etc.).
4. Title I Annual Meeting agenda and parental sign-in sheet for each Title I school (principal must verify, with signature, the parents of Title I students that were in attendance).
5. Dated notice to parents regarding their right to request their child's teacher's qualifications for each Title I school.
6. If applicable, a list of how has the required Title I 1% parent and family engagement set-aside has been spent.

## Title I

1. List of all instructional paraprofessionals with their assignments and how they met the highly qualified status.
2. Sample of any memo or policies regarding the duties and assignments of instructional paraprofessionals.
3. If applicable, Targeted Assistance Plans for each school describing methods used for selecting the Title I caseload and how services are delivered.
4. List of the Title I caseload including student's grade and how students were determined eligible for Title I services.

## Grants Management

1. LEAs Procurement and Contract Administration Procedure