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## **Pre-Visit Documents to Submit to AOE**

Submit the following items 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 request.

### **Needs Assessment**

- Written summary of priority needs related to professional learning;

### **Title IIA**

- Continuous Improvement Plan for each non-Title I school;
- Professional development plans for each school and the LEA;

### **Report Cards**

- The most recent NCLB required annual Report Cards from each Title I funded school;
- A completed checklist (provided by VTAOE) for each Report Card(s) indicating where in the document the requirements can be found;
- The dissemination plan and timeline for the Report Cards;
- Sample of an individual student assessment report(name blacked out) and corresponding letter that accompanies the report, plus the dissemination plan;

### **HQP**

- List of all instructional paraprofessionals with their assignments and how the LEA determined they met the qualified status;
- Sample of any memo or policies regarding the duties and assignments of instructional paraprofessionals;
- Sample of a recent advertisement for an open paraprofessional position;

### **Equitable Services**

- Sample of letter sent to independent schools asking them if they wish to participate, where appropriate;

### **Homeless Education**

- Sample documents used to inform parents/guardians or unaccompanied youth of school selection /enrollment decisions and their right to appeal
- Policy/Procedure for determining excess transportation costs for homeless students if using Title I, Part A or McKinney Vento Act grant funds to pay for transportation.

### **School Improvement**

- LEA's process and timelines for informing parents about school/LEA improvement determinations;
- Dated notifications in appropriate language(s) that contain the required information about school improvement status, choice, and SES options;

- Amount of funds set aside for required professional development that addresses the area(s) that caused identification and the applicable strategies;
- Continuous Improvement Plan for each Title I funded school.
- Parent Involvement
- Both LEA and participating schools' Parent Involvement Policies;
- Participating Schools' school-parent compact with the dissemination info;
- Summary of data analyzed or the LEA's process to collect information to determine the effectiveness of parent involvement policies and practices (school surveys, parent feedback, parent advisory groups, evaluations from parent workshops, etc.);
- Title I Annual Meeting agenda for each participating school;
- Dated notice to parents regarding their right to request their child's teacher's qualifications for each participating school
- Dated notice to parents about the placement or assignment of a teacher with their child for four or more weeks who is not highly qualified for each participating school;
- If applicable, a list of how the required 1% parent involvement set aside has been spent; and

### **Schoolwide**

- If applicable, a completed checklist (provided by VTAOE) for each schoolwide school's Continuous Improvement Plan indicating where in the document the schoolwide requirements can be found