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Required On-site Documents

The following is a list of documents that need to be accessible for AOE review at the on-site monitoring visit.

Needs Assessment

A written needs assessment that includes:

- Student learning needs priorities based on data;
- Educator professional learning needed to address student learning needs;
- How teachers are involved in the needs assessment; and
- Other pertinent data

Title IA

- Letters/memos of Title IA guidance to schools
- Forms or checklists used for Title IA administration
- Minutes from technical assistance visits, agendas, etc

Title IIA

- A sample of research for one or more of the Title IIA professional development investments
- A copy of evaluation protocol and summary of findings specific to at least one major Title IIA investment
- Documentation of Title IIA professional development specific to teachers' understanding and using data and assessments to improve student learning. Sample documentation may include: (a) coaching/mentoring logs that specify coaching is used for teachers to better understand data, (b) PLC agendas, and/or (c) workshop evaluations.
- Union negotiated contract section that describes career ladder opportunities.
- New Teacher/Administrator Mentoring Policy

Equitable Services

- Record of responses from independent schools regarding equitable services.
- Records of consultation meetings with independent school representatives
- Evidence that the LEA has correctly calculated the amount of funds for equitable services for Title I and Title IIA – instructional services, parent involvement and professional development
- Independent school needs assessment documents
- Timeline of planned activities on behalf of independent schools
- If applicable, rosters from professional development activities, including independent school participants

Homeless Education

- Number of homeless students identified in the current grant period and the services provided
- Memos/letter from homeless liaison to schools with instructions regarding the identification, enrollment and services for homeless students
- If receiving a McKinney-Vento grant, documentation of grant outcomes to date for current grant period

School Improvement

For required SES services (if applicable):

- Amount of funds LEA has set aside for SES and choice-related transportation and how they have been spent
- Description of the LEA's process and timelines for receiving, processing and implementing transfer requests
- Documentation describing the LEA's process and timeline for notifying parents about SES options and for receiving and processing SES enrollment forms
- Samples of agreements/contracts between LEA and approved SES providers

Schoolwide

- If applicable, annual evaluations of the effectiveness of the schoolwide plans

Targeted Assistance

- If applicable, Targeted Assistance plans for each school describing how students are selected for the Title I caseload and how services are delivered
- If applicable, list of the Title I caseload, including the student's grade and how they were made eligible for Title I services