

NCLB CONSOLIDATED FORMULA SUBGRANT MONITORING ONSITE REVIEW DOCUMENTS

CROSSCUTTING DOCUMENTATION			
<input type="checkbox"/>	NCLB Consolidated Application	<input type="checkbox"/>	Copy of Needs Assessment
<input type="checkbox"/>	NCLB Budget Detail for 2008-2009	<input type="checkbox"/>	Professional Development Plans and Expenditures for 2008-2009

TITLE I, PART A			
<input type="checkbox"/>	Parent Involvement Policy	<input type="checkbox"/>	Title I Unified Plan, for SINIs/Schoolwide programs
<input type="checkbox"/>	The Title I Parent Annual Meeting documents	<input type="checkbox"/>	Parents' Right-to-Know Letter
<input type="checkbox"/>	Documentation of parental involvement including description of involvement and monies spent on parent involvement activities	<input type="checkbox"/>	School in Need of Improvement Letters
<input type="checkbox"/>	Parent-School Compacts	<input type="checkbox"/>	District in Need of Improvement Letters
<input type="checkbox"/>	Private School consultation and documents	<input type="checkbox"/>	Supplemental Educational Services (SES) and School Choice
<input type="checkbox"/>	Documentation of private school services	<input type="checkbox"/>	Review of paraprofessionals' status (a Human Resources list of all Paraprofessionals charged to Title I and their hire date)
<input type="checkbox"/>	List of Title I students participating in Targeted Assistance Program	<input type="checkbox"/>	Copy of Comparability Report that was filed in June 2008
<input type="checkbox"/>	Letter to parents regarding student participation in Title I	<input type="checkbox"/>	A printout of any Title I expenses (current year and carryover) charged to fund 20 for all function and object codes for the following periods: <ul style="list-style-type: none"> o 9/1/2007 to 8/31/2008 o 9/1/2008 to present
<input type="checkbox"/>	Criteria for student eligibility in the Title I program	<input type="checkbox"/>	Copy of 2007-2008 TPAF/FICA Reimbursement report (if completed, if not the prior year)
<input type="checkbox"/>	List of staff charged to the grant, their master schedule and time sheet samples from either the current year or prior year		

TITLE I, PART D	
<input type="checkbox"/>	Documentation on Neglected and Delinquent Collaboration

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TITLE II, PART A			
<input type="checkbox"/>	Certificated Staff Report	<input type="checkbox"/>	Evaluations of Professional Development Activities
<input type="checkbox"/>	Approved highly qualified forms with supporting documentation such as transcripts, certificates, etc.	<input type="checkbox"/>	Salary/staff records
<input type="checkbox"/>	Professional Development Schedule	<input type="checkbox"/>	Documentation to differentiate expenditures supporting Class size reduction vs. professional development

TITLE II, PART D			
<input type="checkbox"/>	District Technology Plan	<input type="checkbox"/>	Curriculum Guides addressing technology integration
<input type="checkbox"/>	District's Technological Literacy Assessment Process	<input type="checkbox"/>	Lesson Plans addressing technology integration
<input type="checkbox"/>	Professional Development Sign in sheets for Title II, Part D	<input type="checkbox"/>	Purchase orders for Title II, Part D

TITLE III, PART A			
<input type="checkbox"/>	Bilingual/ ESL Three Year Program Plan	<input type="checkbox"/>	Documentation of Private School Services
<input type="checkbox"/>	Documentation of Certified Bilingual and ESL Teachers	<input type="checkbox"/>	Expenditure Report for activities funded by Title III.
<input type="checkbox"/>	Copy of Parent Notification Letter for Program Placement	<input type="checkbox"/>	Copy of Parent Notification Letter (District did not meet AMAO)
<input type="checkbox"/>	Documentation of LEP students assessed with the ACCESS for ELLs test (LEP Exit Report)	<input type="checkbox"/>	Copy of Title III Improvement Plan

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TITLE IV, PART A	
<input type="checkbox"/> Evidence of objective data demonstrating the incidence of violence and alcohol, tobacco and other drug (ATOD) use, including an objective analysis of the current conditions and consequences regarding violence and illegal ATOD use, delinquency and serious conduct problems; and the prevalence of risk factors, including high or increasing rates of reported cases of child abuse and domestic violence; and protective factors, buffers, assets; or other variables in schools and communities identified through scientifically based research.	<input type="checkbox"/> Policies and procedures for voluntary random testing of student alcohol or other drug use, <i>if applicable</i> (pursuant to N.J.A.C. 6A:16-4.4)
<input type="checkbox"/> Evidence of ongoing local assessment or evaluation activities	<input type="checkbox"/> Purchased or developed curricular and other materials
<input type="checkbox"/> Policies and procedures for firearms and assaults with weapons offenses (pursuant to N.J.A.C. 6A:16-5.5 and 5.6)	<input type="checkbox"/> Evidence of program implementation (e.g., purchase orders, agendas, flyers, board of education minutes, correspondence, staff schedules, student rosters, expenditure reports)
<input type="checkbox"/> EVVRS incident reports of all firearms and assaults with weapons offenses (pursuant to N.J.A.C. 6A:16-5.5 and 5.6)	<input type="checkbox"/> Documentation (e.g., invitational letters or other correspondence, sign-in sheets, meeting notes, actions taken) of ongoing consultation with the required participants for application development and the administration of funded programs, services and activities
<input type="checkbox"/> Code of student conduct (pursuant to N.J.A.C. 6A:16-7.1)	<input type="checkbox"/> Documentation (e.g., emails or other correspondence, newsletter articles, newspaper articles) notifying parents of funded programs, services and activities
<input type="checkbox"/> School safety and security plan (pursuant to N.J.A.C. 6A:16-5.1)	<input type="checkbox"/> Documentation of parent requests and district correspondence on determinations regarding student withdrawals from Title IV-funded programs
<input type="checkbox"/> Policies and procedures for students suspected of being under the influence of alcohol and other drugs (pursuant to N.J.A.C. 6A:16-4.3)	<input type="checkbox"/> Findings from program evaluation(s)

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TITLE V, PART A			
<input type="checkbox"/>	Documentation that supports that the activity(ies) and program(s) meet the federal guidelines	<input type="checkbox"/>	Purchase orders for Title V, Part A
<input type="checkbox"/>	Private School consultation and documents	<input type="checkbox"/>	Expenditure Report for activities funded by Title V, Part A

TITLE VI, PART B			
<input type="checkbox"/>	REAP – Flex Participation Form	<input type="checkbox"/>	Purchase orders for Title VI, Part B
<input type="checkbox"/>	Expenditure Reports for activities funded by Title VI, Part B		