



2019-2020 Desktop Monitoring Document

File instructions:

- 1) **Submit only PDF documents.**
- 2) Create and label separate files using the following naming conventions for each indicator to save the acceptable evidence.
Example - File naming conventions:
 - a) Indicator 1.1: Title I Meeting Agenda;
 - b) Indicator 1.2: Title I Meeting Sign-In Sheet
 - c) Indicator 2.1: Parents' Right-to-Know
- 3) Submit the 2019-2020 Desktop Monitoring PDF files via [JOTFORM](#) to IDOE.

Self-Auditing Process: Save and upload acceptable evidence per indicator throughout the year.

Federal Indicator		Evidence Needed For	Acceptable Evidence
1	<p>Title I Annual Meeting Provide evidence that the annual meeting to inform participating parents about the Title I, Part A program was conducted early in the school year.</p> <p><i>Title I, Section:1116</i></p>	Title I, Part A	<p>Submit the following evidence for each of the selected Title I served schools:</p> <ol style="list-style-type: none"> 1) One copy of a dated announcement or agenda for the Title I Annual Meeting for SY 2019-2020 from the selected Title I school (see "Selected Title I Schools" spreadsheet); and 2) One copy of a dated sign-in sheet with signatures of those in attendance at the SY 2019-2020 Title I Annual Meeting from the selected Title I school.

2

Parents' Right-to-Know Letter

Provide evidence that the school has notified parents that they may request information regarding the professional qualifications of the student's classroom teachers, including at a minimum:

Whether the student's teacher:

- 1) Has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- 2) Is teaching under emergency or other provision status through which state qualification or licensing criteria have been waived; and
- 3) Is teaching in the field of discipline of the certification of the teacher

100% of the parents in a targeted assistance school or a schoolwide school, regardless of whether their child participates in Title I services or not, will receive the letter.

Title I, Section: 1112

Title I, Part A

Submit the following evidence for each of the selected Title I served schools:

1) Parents' Right-to-Know letter

- One copy of the LEA's dated SY 2019-2020 Parents' Right-to-Know letter; **and**

2) Evidence of Distribution

One of the following:

- Evidence of mailing (mailing receipt or other documentation); **or**
- Copies of parent signatures showing that **100% of all parents in the Title I selected school** received the Parents' Right-to-Know letter; **or**
- Combination of mailing receipt and parent signatures; **or**
- Other evidence of letter being distributed to **100% of all parents** at the selected Title I school; **and**

3) Method of Distribution

- A brief narrative describing the method of distribution that ensures **100% of the parents** in the school received the Parents' Right-to-Know letter.

3

Parents' Additional Information: State Assessments

Provide evidence that the school provides each parent with:

ILEARN Individual Student Report: Information on the level of achievement and academic growth on each of the state academic assessments.

Title I, Section: 1112

Title I, Part A

Submit the following evidence for each of the selected Title I served schools:

1) ILEARN Individual Student Report

- One copy of the LEA's Individual Student Report for a respective student; **and**

2) Evidence of Distribution

One of the following:

- Evidence of mailing (mailing receipt or other documentation, e.g. through student information system); **or**
- Copies of parent signatures showing that **100% of all parents in the Title I selected school** received the Individual Student Report; **or**
- Combination of mailing receipt and parent signatures; **or**
- Other evidence of letter being distributed to **100% of all parents** at the selected Title I school; **and**

3) Method of Distribution

A brief narrative describing the method of distribution that ensures **100% of the parents** in the school received the ILEARN Individual Student Report.

<p>4</p>	<p>Parents' Additional Information: Parent Teacher Notice Provide evidence that the school provides each parent with:</p> <p>Timely notice that the student has been assigned, or has been taught for four or more consecutive weeks by, a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.</p> <p><i>Title I, Section: 1112</i></p>	<p>Title I, Part A</p>	<p>Submit the following evidence for each of the selected Title I served schools:</p> <p>1) <u>Parent Teacher Notice</u> One copy of the LEA's Parent Teacher Notice sent to a student taught for four or more consecutive weeks by a teacher who does not meet state certifications, if applicable, and</p> <p>2) <u>Evidence of Distribution</u> One of the following:</p> <ul style="list-style-type: none"> • Evidence of mailing to parents of students in a classroom taught by the teacher who does not meet state certifications (mailing receipt or other documentation, e.g. through student information system); or • Copies of parent signatures showing that 100% of all parents in the classroom of the Title I selected school where the teacher does not meet state certifications; or • Combination of mailing receipt and parent signatures; or • Other evidence of letter being distributed; and <p>3) <u>Method of Distribution</u> A brief narrative describing the method of distribution that ensures the LEA has a process to track which classrooms are staffed for four or more consecutive weeks by teachers who do not meet state certifications.</p>
<p>5</p>	<p>Complaint Procedure Policy Provide evidence that the LEA has a written Title I complaint procedure policy.</p> <p><i>Title I, A Subpart F- Complaint Procedure (CFR, Title 34)</i></p>	<p>Title I, Part A</p>	<p>Submit the following evidence from the LEA:</p> <p>1) Copy of the LEA's Title I Complaint Procedure Policy; <u>and</u></p> <p>2) Copy of any formal complaints for SY 2019-2020 submitted to the LEA with documentation of resolution(s), if applicable; <u>or</u></p> <p>3) If not applicable, submit a statement indicating no formal complaints have been filed with the corporation.</p>

<p>6</p>	<p>Home Language Survey Provide evidence to demonstrate appropriate usage of the state adopted Home Language Survey administered to all students once upon their initial enrollment in an Indiana school. The Home Language Survey is an instrument used to identify students who speak a language other than English who then must be administered the WIDA placement test and provided English language development services if identified as an English learner.</p> <p><i>Title I, Section: 1111</i></p>	<p>Title I, Part A</p> <p>Title III, Part A</p>	<p>Submit the following evidence from the LEA:</p> <p>1) <u>Home Language Survey</u> One copy of the LEA’s Home Language Survey, <u>and</u></p> <p>2) <u>Evidence of Administration</u> Copies of completed Home Language Surveys for five students currently enrolled in the LEA; <u>and</u></p> <p>3) <u>Method of Administration</u> A brief narrative describing the method of administering the Home Language Survey, including to whom and by whom it is administered. Please include a brief description of the follow-up steps taken after reviewing the results of the Home Language Survey.</p>
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WIDA ACCESS Certification

Provide evidence that the LEA's licensed staff who administer the WIDA Screener and WIDA ACCESS annual test for EL students in SY 2019-2020 are certified for any tests they administer.

NOTE: *The WIDA ACCESS for ELs, Alternate ACCESS, and WIDA Screener must be administered only by personnel who hold a license granted by the Indiana Department of Education, per Indiana Assessment Program Manual found at <http://www.doe.in.gov/assessment>. The license must be an instructional, administrative, or school services license.*

NOTE: *LEA staff administering WIDA Screener testing and WIDA ACCESS 2.0 Annual testing **must be paid from local or state funds** for the time of test administration.*

Indiana Assessment Policy Manual

**Title I,
Part A
Title III,
Part A**

Submit the following evidence from the LEA:

- 1) LEA's list of 2019-2020 ACCESS 2.0 test administrators; and
- 2) Updated 2019-2020 WIDA ACCESS certificates for new staff or 2018-2019 certificates for returning staff printed from the WIDA website portal for **these test administrators**, with the titles of relevant courses completed, or **printed summary** of completed trainings from WIDA Account Management and Training portal.
- 3) 2019-2020 WIDA Screener evidence of training for all staff

NOTE: *All staff members who administer ACCESS for ELs are required to take the training course and receive online certification from WIDA **every other year or when significant revisions to training materials occur**. For 2019–2020, test administrators must complete all trainings related to their role(s) and the test(s) they will administer in the respective or prior year. Previously trained educators should take all pertinent sections of ACCESS for ELs 2.0 training. Past certifications from 2018-2019 on ACCESS for ELs for Kindergarten, Alternate ACCESS, online, or paper-based grades 1–12 are **valid** for 2019–2020. WIDA screener training will be required by all test administrators. To sign in to the training course, please visit the WIDA website www.wida.us. Completing the tasks from the training checklist will automatically update your training certificate which you will print out and submit as evidence.*

<p>8</p>	<p>Title III-funded Professional Development</p> <p><i>Indicator 8 is completed only by LEAs participating in the 2019-2021 Title III federal program (individually or in a Title III consortium).</i></p> <p>Provide evidence of the LEA's implementation of <u>Title III-funded</u> high-quality professional development related to the education of English Learners that was approved in the LEA's SY 2019-2020 Title III application. If not yet completed, provide evidence from the previous year's grant.</p> <p><i>Title III, Section: 3115 (c) (2)</i></p>	<p>Title III, Part A</p>	<p>Submit the following evidence from the LEA:</p> <ol style="list-style-type: none"> 1) Evidence of EL-specific professional development event(s), paid from Title III funding, implemented in SY 2019-2020 (or SY 2018-2019 if SY 2019-2020 activities have not yet occurred); <u>and</u> 2) Sign-in sheets of staff who participated in the professional development events, with their positions, and any other applicable evidence.
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Migrant Work Survey

Provide evidence that the LEA administers the MEP Work Survey to every student upon enrollment and annually thereafter and notifies the Migrant Regional Center of all potential migratory students identified.

100% of the students will have a new work survey completed each year, regardless of whether the child is enrolled in a Title I school, whether the LEA considers that the child may be eligible for migrant education services, or whether the LEA receives Title I, Part C funding.

Title I, Sections: 1112, 1304

**Title I,
Part A**

**Title I,
Part C**

Submit the following evidence from the LEA:

1) Migrant Work Survey

One copy of a 2019-2020 [Migrant Work Survey](#) to parents requesting information that would identify possible migrant students; **and**

2) Evidence of Administration

Copies of completed Migrant Work Surveys for five students currently enrolled in the LEA; **and**

3) Method of Administration

A brief narrative describing the LEA's **procedure and staff responsible** for sending the letter in August-September of every school year and the method to provide responses to the appropriate Migrant Regional Center contact.

All school corporations in Indiana are required to administer the Migrant Work Survey each year to every student enrolled in the school corporation. A work survey will be completed for 100% of Indiana students, **regardless of whether the child is enrolled in a Title I school or if the LEA receives Title I, Part C funding.**

All Migrant Work Surveys marked as a "Yes" should then be sent to the Migrant Regional Center in your area. The most recent contact information for the Migrant Regional Centers can be found here:

<https://www.doe.in.gov/sites/default/files/elme/migrant-regional-center-contact-information-dec-2018.pdf>

<p>10</p>	<p>McKinney-Vento Housing Questionnaire Provide evidence that the LEA administers the housing questionnaire to <u>every</u> student upon enrollment and annually thereafter and the appropriate actions are taken in notifying the district's homeless liaison to identify students and families living in homeless situations.</p> <p><i>The housing questionnaire will be administered for all students every year, regardless of whether the child is enrolled in a school that receives McKinney-Vento funding.</i></p> <p><i>Title I, Section: 1112</i></p>	<p>Title I Part, A</p> <p>McKinney -Vento</p>	<p>Submit the following evidence from the LEA:</p> <p>1) <u>Housing Questionnaire</u> One copy of the LEA's housing questionnaire, <u>and</u></p> <p>2) <u>Evidence of Administration</u> Copies of completed housing questionnaires for five students currently enrolled in the LEA; <u>and</u></p> <p>3) <u>Method of Administration</u> A brief narrative describing the method of administering the housing questionnaire, including to whom, by whom, and when it is administered. Please include a brief description of the follow-up steps taken after reviewing the results of the housing questionnaire, including how the LEA homeless liaison responds to indicators of homelessness.</p>
<p>11</p>	<p>Homeless and Foster Transportation Plan Provide evidence that a written transportation plan and procedures are in place to ensure that homeless children and children in foster care receive transportation to their school of origin.</p> <p><i>100% of LEAs will maintain a written plan, regardless of whether homeless students or students in foster care are currently enrolled.</i></p> <p><i>Title I, Section: 1112</i></p>	<p>Title I, Part A</p>	<p>Submit the following evidence from the LEA:</p> <p>1) <u>Homeless and Foster Transportation Plan</u> One copy of the LEA's written transportation plan and procedures, <u>and</u></p> <p>2) <u>Method of Administration</u> A brief narrative describing the method of carrying out the plan and procedures. Please include a brief description of the follow-up steps taken when a student in foster care or homeless student is identified as needing transportation to their school of origin.</p>

<p>12</p>	<p>Title IV, Part A Provide sample evidence of program implementation as approved in the application.</p> <p>This could include PD sign-in sheets, invoices for purchased services, contracts with external vendors, etc.</p> <p><i>Title IV, Section: 4106</i></p>	<p>Title IV, Part A</p>	<p>Submit the following evidence from the LEA (as applicable):</p> <ol style="list-style-type: none"> 1) Sample activity evidence (professional development sign-ins, student direct services rosters, sample lesson plans, book study discussions, etc.) 2) Inventory of property purchased 3) Students intervention data (Naviance, Makerspace, etc.) 4) Staff records
<p>13</p>	<p>RLIS Program Implementation Provide sample evidence of program implementation as approved in the application for the following:</p> <ol style="list-style-type: none"> 1) Title I, Part A 2) Title II, Part A 3) Title III, Part A 4) Title IV, Part A 5) Parental involvement <p><i>Title V, Section: 5222</i></p>	<p>Title V, Part B Subpart 2</p>	<p>Submit the following evidence from the LEA (if applicable):</p> <ol style="list-style-type: none"> 1) Sample activity evidence (professional development sign-ins, student direct services rosters, teacher recruitment incentive paperwork, etc.) 2) Parental activity sign-ins
<p>14</p>	<p>Additional Supports (Optional) Please identify any additional supports needed from IDOE to ensure effective implementation of any of the Title grants (I, II, III, IV, and V).</p>		<p>Optional: LEA can submit a PDF to identify any additional supports needed or fill-in the narrative provided on the JotForm.</p>

