



**Indiana
Department of Education**

Glenda Ritz, NBCT
Indiana Superintendent of Public Instruction

MEMORANDUM

TO: Superintendents, Title I Program Administrators, Title II Contacts, and
Title III Program Administrators

FROM: Jeffrey J. Coyne
Director of Federal Relations
Grants Management, Monitoring, and Reporting

SUBJECT: 2014-2015 Desktop Monitoring Cycle

DATE: January 27, 2015

In order to oversee local implementation of education requirements under the Elementary and Secondary Education Act of 1965 (including *No Child Left Behind Act of 2001* requirements) and the Indiana Flexibility Waiver, the Indiana Department of Education (IDOE) is conducting a consolidated desktop monitoring review for the following federal grants: Title I, Part A; Title II, Part A; and Title III, Part A and the Indiana Academic Standards for English/Language Arts and Mathematics (IAS 2014).

Your Local Educational Agency (LEA) has been assigned to the Desktop Monitoring Cycle for the 2014-2015 school year. The requested documents detailed in the attachments must be submitted electronically by **February 27, 2015** to Title_Monitoring@doe.in.gov.

In this desktop monitoring email you will find the following attachments:

- 1) *2014-2015 Title I, A; Title II, A; and Title III, A Desktop Monitoring Document and Statement of Assurance; and*
- 2) *A 2014-2015 Selected Schools Spreadsheet (for LEAs receiving Title I funds, please use this spreadsheet for Indicators 1-5); and*
- 3) *A 2014-2015 Monitoring Checklist for Local Implementation of the Indiana Academic Standards for English/Language Arts and Mathematics (IAS 2014).*

Please scan and **electronically submit** the following to Title_Monitoring@doe.in.gov:

- 1) *Evidence as requested in the 2014-2015 Title I, A; Title II, A; and Title III, A Monitoring Document and the signed Statement of Assurance; and*
- 2) ***As a separate attachment***, the 2014-2015 Monitoring Checklist for Local Implementation of the Indiana Academic Standards for English/Language Arts and Mathematics (IAS 2014) and corresponding evidence.

Large attachments must be saved and submitted as a zip file.

Title documents will be reviewed by IDOE Grants Management, Monitoring and Reporting Specialists and a Desktop Monitoring Report will be provided to each LEA. Evidence submitted for the review of the implementation of the Indiana Academic Standards for English/Language Arts and Mathematics (IAS 2014) will be reviewed by College and Career Ready staff.

Several resources for the Desktop Monitoring Cycle for Title programs have been posted in the following Learning Connection communities: the “IDOE – Title I” community, “IDOE – Title II, Part A Improving Teacher Quality and Effectiveness” community, and “IDOE – Title III and NESP (English Learners)” community.

Please note: Requested evidence from IAS 2014 must be scanned and submitted, but as a separate attachment(s) from the desktop monitoring for the Title programs. Large attachments (over 18 MB) must be saved and submitted as a zip file.

If you have questions regarding desktop monitoring for Title programs, please contact the Grants Management, Monitoring, and Reporting office by phone at (317) 232-0540.

If you have questions about desktop monitoring for the Indiana Academic Standards for English/Language Arts and Mathematics (IAS 2014), please contact the College and Career Ready office at by phone at (317) 232-9189.

Thank you for your attention to this request for monitoring documentation.