



# SLPS AIM

## INTERNAL AUDIT PROCESS

### with BUILDING LEADERS

### ESEA Program Self-Monitoring Checklist

October Cycle

#### General Provisions

| October Cycle - General Provisions   | Evidence  | LEA Comments            | Y   | N | NA | DR |
|--|---|-------------------------|---|---|----|----|
| <b>1. ESSA Complaint Procedures for Federal Programs (Administrative Manual)</b><br><br>a. The LEA has and disseminates annually, free of charge, the Department's ESSA Complaint Procedures, to the parents of public and nonpublic students and appropriate nonpublic school officials and representatives. (if serving multiple buildings the LEA must show evidence this occurred for each building) (if serving nonpublic students the LEA must show evidence this occurred for each nonpublic school)<br><br>b. The LEA documents ESSA complaints and the resolution in a timely manner. | <div><input type="checkbox"/> Newsletter (either hard copy or email)</div> <div><input type="checkbox"/> Student Handbook</div> <div><input type="checkbox"/> Newspaper or website (cannot be the only source)</div> <div><input type="checkbox"/> Dated copies of ESSA complaints and resolutions with time of complaint and resolution of complaint.</div> <div><input type="checkbox"/> No ESSA complaints on file</div> | <div></div> <div></div> | <div><input type="radio"/></div> <div><input type="radio"/></div> <div><input type="radio"/></div> <div><input type="radio"/></div> |   |    |    |
| <div>Save Cancel Next Section &gt;&gt;</div>   |   |                         |   |   |    |    |

#### Title I.A Improving Basic Programs Operated by LEAs

| October Cycle - Title I.A Improving Basic Programs Operated by LEAs   | Evidence  | LEA Comments                 | Y   | N | NA | DR |
|---|---|------------------------------|---|---|----|----|
| <b>1. Annual Meeting (ESSA 1116)</b><br><br>a. At the beginning of the school year an annual meeting is convened at each Title I served school, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend.<br><br>b. At the annual meeting parents are informed of 1.) their school's participation in Title I.A, 2.) Title I.A requirements and, 3.) the right of parents to be involved. | <div><input type="checkbox"/> Newsletters or other announcements (including website, newspaper, and school bulletins) (required)</div> <div><input type="checkbox"/> Meeting agendas, sign-in sheets and minutes of meetings (required)</div> | <div>FLYER</div> <div></div> | <div><input type="radio"/></div> <div><input type="radio"/></div> <div><input type="radio"/></div> <div><input type="radio"/></div> |   |    |    |
| <b>2. School Parent and Family Engagement Policy Distribution (1116)</b><br><br>Each Title I.A served school distributes the School Parent and Family Engagement Policy (submitted in the ESEA Consolidated Application) to Title I.A parents and family members.   | <div><input type="checkbox"/> Documentation showing the School Parent and Family Engagement Policy was distributed to Title I.A parents and families</div>  | <div></div>                  | <div><input type="radio"/></div> <div><input type="radio"/></div> <div><input type="radio"/></div> <div><input type="radio"/></div> |   |    |    |
| <b>3. Schoolwide Program Plan (ESSA 1114(b)(4))</b><br><br>The Schoolwide Program Plan (submitted in the ESEA Consolidated Application) is made available to the LEA, parents, and the public.  | <div><input type="checkbox"/> Documentation showing Schoolwide Program Plans are made available to the LEA, parents, and the public</div>   | <div></div>                  | <div><input type="radio"/></div> <div><input type="radio"/></div> <div><input type="radio"/></div> <div><input type="radio"/></div> |   |    |    |