



Department of Federal Programs

School: _____ Title I Leader's Signature: _____ Date _____

2021-2022 Compliance Monitoring

August Private School Title I Crate Evidence Checklist

Items	Details	Evidence Should Include but not limited to:	Title I Crate Tab & Folder	Complete (Compliant) or NA	Partially Complete (Recommendations) In Progress	Not Complete (Concerns)
Intent to Participate	Letter of interest to participate in the Federal Programs	<ul style="list-style-type: none"> Upload a copy of signed Letter of Intent to participate for the current year. 	Tab 1 Folder 1			
Written Affirmation	Affirmation of Consultation Between Birmingham City Schools and Private School Officials	<ul style="list-style-type: none"> Upload the signed BCS Written Affirmation 	Tab 1 Folder 1			
Eligible Student Information	Identify students who are eligible for equitable services (i.e., they reside in a participating Title I public school attendance area and are low-achieving)	<ul style="list-style-type: none"> Upload Enrolled Student Verification Form (submitted in the Spring from the previous school year) 	Tab 1 Folder 1			
Ombudsman Compliant	Compliant Procedures for the ALSDE Ombudsman.	<ul style="list-style-type: none"> Signed letter of acknowledgement of Compliant procedures. 	Tab 3 Folder 1			
Home Language Survey Title III Participates only	Ensure all students have a completed Home Language Survey in their cumulative file. (Document attempts)	<ul style="list-style-type: none"> File an HLS in student cumulative records for documentation. New student's HLS with language other than English. Submitted to BCS Federal Programs Office for EL Department to provide screener by the given due date, 	Tab 11 Folder 2			
School Calendar	Calendar of the school's current academic year	<ul style="list-style-type: none"> Upload Current school academic calendar for 2021-2022 school year. 	Tab 2 Folder 4			

Signed Permission Letter	Letter of Communication to parents acknowledging student's participation in a Title I Program sent home with student.	Signed Communication Letter on school letterhead communicating participating in Title funded programs.	Tab 6 Folder 2			
Extending Learning (Tutors)	Title I paid Tutors should keep accurate record and submit a schedule and a completed tutor roster with signatures must be attached to monthly service report and sent to Federal Programs	<ul style="list-style-type: none"> • Tutor Schedule • Tutor Rosters • Service report and time sheet for stipend payment. • Submit Request to Hire for Substitutes (Tutors) for upcoming year 	Tab 5 Folders 1 & 2			



Department of Federal Programs

School: _____ Title I Leader's Signature: _____ Date _____

2021-2022 Compliance Monitoring

September Private School Title I Crate Evidence Checklist

Items	Details	Evidence Should Include but not limited to:	Evidence Box Tab & Folder	Complete (Compliant) or NA	Partially Complete (Recommendations) In Progress	Not Complete (Concerns)
Fall Consultation	Timely and Meaningful Consultation between LEA and Private School	<ul style="list-style-type: none"> • Consultation PowerPoint • Agenda • Sign-In/Zoom Report • NextGen Training PowerPoint 	Tab 1 Folder 1			
Home Lange Survey	Ensure all students have a completed Home Language Survey in their cumulative file. (student records)	<ul style="list-style-type: none"> • HLS in student cumulative records for documentation. • New student's HLS with language other than English submitted to BCS Federal Programs Office for EL Department to provide screener. 	Tab 11			
EL Title III Qualifying Schools Only	Process and procedure of serving English Learners (EL) as established by ALSDE & District practices.	<ul style="list-style-type: none"> • Agendas • Handouts of EL training sessions • EL Student Screener Information 	Tab 11			
Comprehensive Needs Assessment Reflection	Comprehensive Needs Assessment Guiding Reflective Questionnaire Standardized Assessments (IOWA, DIBELS, STAR, ACT) Benchmark Test (Chapter Test, ABEKA) School Data School Demographics	<ul style="list-style-type: none"> • Documentation in this tab is used for planning purposes for the current school year • Include individual, grade level, subject, and school results for the standardized assessments, Benchmarks, and school data. • Previous School Year- Student Discipline • Student Attendance, Teacher Attendance • List of Private School Teachers 	Tab 2			

		<ul style="list-style-type: none"> List of BCS Non-public/ Private school title I Tutors and/or Teachers 				
Equitable Service Plans	The LEA and Private School should both have the goal of reaching agreement on how to provide equitable and effective programs for eligible private school children.	Private Schools should use their needs assessment Service Agreement for all participating Title programs (Title I, Title II, Title III, and Title IV)	Tab 1, 10,11,12			
Identification of Students' needs	Checklist, referral forms, recommendations forms		Tab 3			
Parent Meeting Documentation	Conduct Annual Title I Parent meeting informing parents of Title I participation and program purpose.	<ul style="list-style-type: none"> Parent Signature Sheet Meeting Agenda, Meeting Minutes, and Sign in Sheets Flyers and/or Handouts 	Tab 6			
Multiple Criteria used in eligibility process	Assessments, Benchmarks tests, grades, recommendations, checklist	<ul style="list-style-type: none"> Results of standardized assessments, benchmark tests, grades, recommendations, and checklist 	Tab 4			
Rank order list	Eligible list of students to receive services.	<ul style="list-style-type: none"> List of eligible students and a cut off score and students who fall below the cut off score 	Tab 4			
Exit Criteria	School's established multiple criteria by which student may exit the Title I program.		Tab 4			



Department of Federal Programs

School: _____ Title I Leader's Signature: _____ Date _____

2021-2022 Compliance Monitoring

October Private School Title I Crate Evidence Checklist

Items	Details	Evidence Should Include but not limited to:	Evidence Box Tab & Folder	Complete (Compliant) or NA	Partially Complete (Recommendations) In Progress	Not Complete (Concerns)
Equitable Service Plans	The LEA and Private School should both have the goal of reaching agreement on how to provide equitable and effective programs for eligible private school children.	Private Schools should use their needs assessment Service Agreement for all participating Title programs (Title I, Title II, Title III, and Title IV)	Tab 1 Tab 10 Tab 11 Tab 12			
Identification of Students' Needs	Identification of the students' needs Services to be offered Program Evaluation	<ul style="list-style-type: none"> Checklist, Referral Forms, Recommendations Forms Equitable Service Agreement (Title) Mid-Year Review, End of Year Evaluation 	Tab 3			
School Budget Allocation Sheets	School Allocation Budget Excel Sheet completed by planning with Title I Budget Team. Original spreadsheet should be signed by principal and returned to Federal Programs as a PDF and the Office of Finance Excel spreadsheet.	<ul style="list-style-type: none"> Complete Budget Allocation Sheet (Excel Spreadsheet and Signed/Dated PDF) Both required for each participating Title Program. Allocations must match Equitable Service Agreement 	Tab 8 Tab 10 Folder 2 Tab 11 Folder 4 Tab 12 Folder 2			
Monthly Budget Balances	Budget Analysis Report generated using NextGen	4110 Report 4130 Report 4150 Report 4290 Report 4291 Report	Tab 8, 10, 11, 12			
Professional Development Calendar	Leadership collaboration using data from school's Needs Assessment to plan professional development for the current fiscal year October 1-July 31 st .	<ul style="list-style-type: none"> Leadership Meeting agenda denoting PD calendar. Sign-In Sheet Professional Development Calendar for Oct.-July. 	Tab 7			
Parent Communication	Documentation of communication with parents should be recorded by	<ul style="list-style-type: none"> Communication logs Newsletter Parent Corner 	Tab 6			

	date, information discussed, and parent/guardian.	<ul style="list-style-type: none"> • Conference • School webpage 				
Tutoring	Title I paid Tutors should keep accurate record and submit a schedule and a completed tutor roster with signatures must be attached to monthly service report and sent to Federal Programs	<ul style="list-style-type: none"> • Tutor Schedule • Tutor Rosters • Service report and time sheet for stipend payment. 	Tab 5			
Inventory	Equipment Inventory for all none consumable items valuing \$50 or more. Completed Inventory Logs with Quantity, model #, serial number, barcode, Fund Source, year purchased and functional status Title Funds and CARES Act ESSER/GEER	<ul style="list-style-type: none"> • Completed Inventory Logs with Quantity, model #, serial number, barcode, Fund Source, year purchased and functional status Title Funds and CARES Act ESSER/GEER 	Tabs 8,10,11, & 12			



Department of Federal Programs

School: _____ Title I Leader's Signature: _____ Date _____

2021-2022 Compliance Monitoring

November/December Private School Title I Crate Evidence Checklist

Items	Details	Evidence Should Include but not limited to:	Evidence Box Tab & Folder	Complete (Compliant) or NA	Partially Complete (Recommendations) In Progress	Not Complete (Concerns)
Equitable Service Plan	The LEA and Private School should both have the goal of reaching agreement on how to provide equitable and effective programs for eligible private school children.	Private Schools should use their needs assessment Service Agreement for all participating Title programs (Title I, Title II, Title III, and Title IV)	Tabs 8, 10, 11, & 12			
School Budget Allocation Sheets	School Allocation Budget Excel Sheet completed by planning with Title Funds Budget Team. Original spreadsheet should be signed by principal and returned to Federal Programs as a PDF and the Office of Finance Excel spreadsheet.	Complete Budget Allocation Sheet Excel Spreadsheet Signed/Dated PDF Both required are required for each participating Title Program. (Title I, II, III, and IV) Allocations must match Equitable Service Agreement	Tabs 8, 10, 11, & 12			
Monthly Balances	Budget Analysis Report generated using NextGen	4110 Report 4130 Report 4150 Report 4290 Report 4291 Report	Tabs 8, 10, 11, & 12			
Parent Engagement Funds 1% Set Aside	Plan for purchasing using Parent Engagement /Funds. Parent input can be given through surveys, parent meeting/forums or focus groups.	<ul style="list-style-type: none"> Parental Engagement Allocation Worksheet Parental Engagement Funding Plan 	Tab 5			
Title I Crate Check	Ensure that all documentation, data, and any other evidence provided has been filed in the correct Tabs and Folders.	<ul style="list-style-type: none"> Monthly Checklist evidence and/or documentation uploaded in appropriate Tabs and folders. 	Tab 9			
Professional Development	Use teacher and student data to plan for Professional development of teachers and administrators.	<ul style="list-style-type: none"> School Based PD Out of District PD 	Tab 7 and 10			

	Professional Development and/or Materials must be Secular and/or Non-Ideological	<ul style="list-style-type: none"> • Copies of Travel completed Travel Request and Expenditure Forms • Requisition/PLs/Invoices/ • Expenditure Form/Consultant Request for Title I PD 				
Inventory	Title equipment purchase should be documented on BCS inventory logs. Purchases valued over \$50 should be labeled and recorded.	<ul style="list-style-type: none"> • Completed Inventory Logs with Quantity, model #, serial number, barcode, Fund Source, year purchased and functional status Title Funds and CARES Act ESSER/GEER	Tabs 8, 10, 11, 12			



Department of Federal Programs

School: _____ Title I Leader's Signature: _____ Date _____

2021-2022 Compliance Monitoring

January Private School Title I Crate Evidence Checklist

Items	Details	Evidence Should Include but not limited to:	Evidence Box Tab & Folder	Complete (Compliant) or NA	Partially Complete (Recommendations) In Progress	Not Complete (Concerns)
Monthly Budget Balances	Budget Analysis Report generated using NextGen	Copies of the following reports 4110 Report 4130 Report 4150 Report 4290 Report 4291 Report Requisitions/Travel Request Forms Expenditure Form/Consultant Request for PD Invoices/POs	Tabs 8, 10, 11, 12			
Parent Communication Logs	Documentation of communication with parents should be recorded by date, information discussed, and parent/guardian.	<ul style="list-style-type: none"> • Monthly parent contact documentations • Conference • Class Dojo, Remind 101, Newsletters, etc. 	Tab 6			
Winter Consultation	Timely and Meaningful Consultation between LEA and Private School	<ul style="list-style-type: none"> • Consultation PowerPoint • Agenda • Sign-In/Zoom Report • NextGen Training PowerPoint 	Tab 1			
Mid-Year Review	Reflective Self-Assessment of implementation of The Equitable Service Plan Agreement.	<ul style="list-style-type: none"> • Mid-Year Review PowerPoint 	Tab 9			
Tutoring	Title I paid Tutors should keep accurate record and submit a schedule and a completed tutor roster with signatures must be attached to monthly service report and sent to Federal Programs	<ul style="list-style-type: none"> • Tutor Schedule • Tutor Rosters • Service report and time sheet for stipend payment. 	Tab 5			

Service Providers Log	Provided services, programs, materials, and resources;	<ul style="list-style-type: none"> • Service Provider Logs • Service Provider Requisitions 	Tab 13			
Parent Corner	Designated area within the school building specifically for parents to find information, updates, resources, etc.		Tab 6			



Department of Federal Programs

School: _____ Title I Leader's Signature: _____ Date _____

2021-2022 Compliance Monitoring

February Private School Title I Crate Evidence Checklist

Items	Details	Evidence Should Include but not limited to:	Evidence Box Tab & Folder	Complete (Compliant) or NA	Partially Complete (Recommendations) In Progress	Not Complete (Concerns)
Monthly Budget Balances	Budget Analysis Report generated using NextGen	Copies of the following reports 4110 Report 4130 Report 4150 Report 4290 Report 4291 Report Requisitions/Travel Request Forms Expenditure Form/Consultant Request for PD Invoices/POs	Tab 8,10,11,12			
Parent 1% Set Aside	Parent Resources 1% Set Aside (Work towards spending all of the parent engagement funds.	Parental Engagement Funding Plan and Allocation Worksheet Materials and Resources purchased with Parent 1%.	Tab 6			
Equitable Service Plan Amendment	The LEA and Private School should both have the goal of reaching agreement on how to provide equitable and effective programs for eligible private school children.	Amendments to Service Agreement that reflect any Amendments made to the Budget Title Budget Allocation (Title I, Title II, Title III, and Title IV)	Tab 8,10,11,12			
Budget Amendment	Amendments made to the Title Fund Budget allocation as a result of needs assessment data.	<ul style="list-style-type: none"> Complete Budget Amendment Allocation Sheet (Excel Spreadsheet and Signed/Dated PDF are both required) Required for each Title Program. Allocations amended and must match Equitable Service Agreement 	Tabs 8,10,11,12			

Summer Enrichment Summer Programs	Plans/Proposal for Summer Enrichment, Summer Programs, and/or Summer Planning should be submitted by deadline.	<ul style="list-style-type: none"> • Develop and finalize proposal and submission of summer travel, PD” s, Enrichments and/or Programs. 	Tab 5			
Professional Development/ Travel Title II	<p>PD addressing school initiatives. PD addressing Equitable Services Plans and must be budgeted amounts in ESP Professional Development must be Secular and/or Non-Ideological</p>	<ul style="list-style-type: none"> • School Based PD • Out of District PD • Copies of Travel completed Travel Request and Expenditure Forms • Requisition/POs/Invoices/ Expenditure Form/Consultant Request for Title I PD 	Tab 7 and Tab 10			
Extended Learning/Tutoring			Tab 6			
Title IV	Equitable Service Agreement Plan Budget/Resources	<ul style="list-style-type: none"> • Requisitions POs/ Expenditure Form • Inventory (Title IV Inventory form, copies of PO’s) 	Tab 12			



Department of Federal Programs

School: _____ Title I Leader's Signature: _____ Date _____

2021-2022 Compliance Monitoring

March Private School Title I Crate Evidence Checklist

Items	Details	Evidence Should Include but not limited to:	Evidence Box Tab & Folder	Complete (Compliant) or NA	Partially Complete (Recommendations) In Progress	Not Complete (Concerns)
Monthly Budget Balances	Budget Analysis Report generated using NextGen	Copies of the following reports 4110 Report 4130 Report 4150 Report 4290 Report 4291 Report Requisitions/Travel Request Forms Expenditure Form/Consultant Request for PD Invoices/POs	Tab 8, 10,11,12			
Enrolled Student Survey	ALSDE required current school year total enrollment count and BCS Zoned students along with number of teachers.	<ul style="list-style-type: none"> Completed Enrolled Survey Form (provided by BCS) 	Tab 2 Folder 4			
Title I Crate Check	Ensure that all documentation, data, and any other evidence provided has been filed in the correct Tabs and Folders.	<ul style="list-style-type: none"> Monthly Checklist evidence and/or documentation uploaded in appropriate Tabs and folders. 	Tab 9			
Parent Resources	Document Parent Resources purchased with Parent Involvement Set-Aside funds. Purchases should reflect how parent funds will be used.	<ul style="list-style-type: none"> Requisitions/Expenditure Form/ Invoices/Inventory for equipment or services purchased. 	Tab 6			
Tutoring	Title I paid Tutors should keep accurate record and submit a schedule and a completed tutor roster with signatures must be	Tutor Schedule Tutor Rosters Service report and time sheet for stipend payment.	Tab 5			

	attached to monthly service report and sent to Federal Programs					
Service Providers for Students	Services provided to students by certified service providers.	<ul style="list-style-type: none"> • Service Provider Request Form(s) • Requisitions/POs Invoices/Expenditure Form • Certification of Service Providers • List of Students served by Service Providers • Sign-In Sheets for Service Provider • Service Providers Log sheets 	Tab 13			
Title and CARES Act Inventory	Title equipment purchase should be documented on BCS inventory logs. Purchases valued over \$50 should be labeled and recorded.	Completed Inventory Logs with Quantity, model #, serial number, barcode, Fund Source, year purchased and functional status Title Funds and CARES Act ESSER/GEER	Tabs 8, 10,11,12, 14, & 15			



Department of Federal Programs

School: _____ Title I Leader's Signature: _____ Date _____

2021-2022 Compliance Monitoring

April Private School Title I Crate Evidence Checklist

Items	Details	Evidence Should Include but not limited to:	Evidence Box Tab & Folder	Complete (Compliant) or NA	Partially Complete (Recommendations) In Progress	Not Complete (Concerns)
Monthly Budget Balances	Budget Analysis Report generated using NextGen Budget meeting and working notes	Copies of the following reports 4110 Report 4130 Report 4150 Report 4290 Report 4291 Report Requisitions/Travel Request Forms Expenditure Form/Consultant Request for PD Invoices/POs	Tabs 8, 10,11,12			
Enrolled Student Survey	ALSDE Spring Survey of Private School Enrolled Students and Teachers	<ul style="list-style-type: none"> Complete Survey Form 	Tab 2 Folder 4			
Needs Assessment Data	Private schools should plan with their faculty, staff, and parents to create a needs assessment that includes what the school will need for the upcoming school year.	<ul style="list-style-type: none"> Data to consider when creating a needs assessment: Academic Data Attendance Data Teacher Data Surveys (Teacher/Student/Parent) Other Pertinent Data Sources Material and Supplies the Private School will need for the year <ul style="list-style-type: none"> The Private School Calendar 	Tab 2 Folder 1, 2, & 3			

Tutoring	Title I paid Tutors should keep accurate record and submit a schedule and a completed tutor roster with signatures must be attached to monthly service report and sent to Federal Programs	<ul style="list-style-type: none"> • Tutor Schedule • Tutor Rosters • Service report and time sheet for stipend payment. 	Tab 5			
Parent Engagement	Parent Communication Logs Parent Involvement Training	<ul style="list-style-type: none"> • Ways teachers communicate with parents 				



Department of Federal Programs

School: _____ Title I Leader's Signature: _____ Date _____

2021-2022 Compliance Monitoring

May Private School Title I Crate Evidence Checklist

Items	Details	Evidence Should Include but not limited to:	Evidence Box Tab & Folder	Complete (Compliant) or NA	Partially Complete (Recommendations) In Progress	Not Complete (Concerns)
Spring Consultation	Timely and Meaningful Consultation between LEA and Private School	<ul style="list-style-type: none"> • Consultation PowerPoint • Agenda • Sign-In/Zoom Report • NextGen Training PowerPoint 	Tab 2			
Monthly Budget Balances	Budget Analysis Report generated using NextGen	4110 Report 4130 Report 4150 Report 4290 Report 4291 Report	Tabs 8, 10,11,12			
Extended Learning	Summer Enrichment Programs and Summer Planning Stipends Proposal	<ul style="list-style-type: none"> • Stipend Rationale • Stipend Request Form • Expenditure Form • BCS Employee Number 	Tab 5			
Tutoring	Title I paid Tutors should keep accurate record and submit a schedule and a completed tutor roster with signatures must be attached to monthly service report and sent to Federal Programs	<ul style="list-style-type: none"> • Tutor Schedule • Tutor Rosters • Service report and time sheet for stipend payment. 	Tab 5			
Summer Calendar Summer Hours	School Hours during the summer if different from regular calendar year.	<ul style="list-style-type: none"> • Faculty and Staff days and hours during June and July 	Tab 5			

Title I Crate Check	Ensure that all documentation, data, and any other evidence provided has been filed in the correct Tabs and Folders.	<ul style="list-style-type: none"> Monthly Checklist evidence and/or documentation uploaded in appropriate Tabs and folders. 	Tab 9			
End of the Year Evaluation	Reflective Self-Assessment of implementation of The Equitable Service Plan Agreement.	<ul style="list-style-type: none"> End of the Year Evaluation PowerPoint and Survey 				



Department of Federal Programs

School: _____ Title I Leader's Signature: _____ Date _____

2021-2022 Compliance Monitoring

June Private School Title I Crate Evidence Checklist

Items	Details	Evidence Should Include but not limited to:	Evidence Box Tab & Folder	Complete (Compliant) or NA	Partially Complete (Recommendations) In Progress	Not Complete (Concerns)
Inventory	Equipment Inventory for all none consumable items valuing \$50 or more. Completed Inventory Logs with Quantity, model #, serial number, barcode, Fund Source, year purchased and functional status Title Funds and CARES Act ESSER/GEER.	<ul style="list-style-type: none"> Completed Inventory Logs with Quantity, model #, serial number, barcode, Fund Source, year purchased and functional status Title Funds and CARES Act ESSER/GEER 	Tab 8, 10,11,12			
Title I Crate Check	Ensure that all documentation, data, and any other evidence provided has been filed in the correct Tabs and Folders.	<ul style="list-style-type: none"> Monthly Checklist evidence and/or documentation uploaded in appropriate Tabs and folders. 	Tab 9			
Student Verification Form	ALSDE required current school year total enrollment count and BCS Zoned students along with number of teachers.	<ul style="list-style-type: none"> BCS Enrolled Student Verification Form with current students' name, address, and grade level. 	Tab 2			
Summer Calendar Summer Hours	School Hours during the summer if different from regular calendar year.	<ul style="list-style-type: none"> Faculty and Staff days and hours during June and July 	Tab 2			
Professional Development/Travel						
Extended Learning	PD addressing school initiatives.	<ul style="list-style-type: none"> School Based PD Out of District PD 				

	PD addressing Equitable Services Plans and must be budgeted amounts in ESP Professional Development must be Secular and/or Non-Ideological	<ul style="list-style-type: none"> Copies of Travel completed Travel Request and Expenditure Forms Requisition/POs/Invoices/ Expenditure Form/Consultant Request for Title I PD 				
--	---	---	--	--	--	--



Department of Federal Programs

School: _____ Title I Leader's Signature: _____ Date _____

2021-2022 Compliance Monitoring

July Private School Title I Crate Evidence Checklist

Items	Details	Evidence Should Include but not limited to:	Evidence Box Tab & Folder	Complete (Compliant) or NA	Partially Complete (Recommendations) In Progress	Not Complete (Concerns)
Inventory Check	Equipment Inventory for all none consumable items valuing \$50 or more. Completed Inventory Logs with Quantity, model #, serial number, barcode, Fund Source, year purchased and functional status Title Funds and CARES Act ESSER/GEER	<ul style="list-style-type: none"> Completed Equipment Inventory Attachments A and/or B Uploaded in Title I Crate Requisitions 	Tabs 8, 10,11,12			
Professional Development/ Travel	PD addressing school initiatives. PD addressing Equitable Services Plans and must be budgeted amounts in ESP Professional Development must be Secular and/or Non-Ideological	<ul style="list-style-type: none"> School Based PD Out of District PD Copies of Travel completed Travel Request and Expenditure Forms Requisition/POs/Invoices/ Expenditure Form/Consultant Request for Title I PD 	Tab 7 and Title II Tab 10			