

## **Federal Programs Non-Public/Private Schools Title I Crate Checklist**

### **TAB 1: Timely and Meaningful Consultation Documentation**

- **Folder 1: Copy of Signed Letter of Intent, Affirmation Letter**
  - Meeting Agendas, Handouts, Minutes
  - Equitable Services Agreements
- **Folder 2: Ombudsman Complaint Procedures**
  - Signed Assurance of Acknowledgment of Complaint Procedures

### **TAB 2: Needs Assessment**

**Documentation in this tab could be used for planning purposes for the current school year.**

- **Folder 1: Standardized Assessments ( ACCESS, IOWA, STAR. ACT, DIEBELs ) and Needs Assessments**
- **Folder 2: Local Assessments (Benchmarks Tests)**
- **Folder 3: Local School Data (Comprehensive Needs Assessment Questionnaire )**
- **Folder 4: School Demographics**
  - Student Behavior (Previous School Year)
  - Student Attendance: (Previous School Year)
  - Teacher Attendance: Previous School Year
  - List of Private School Teachers (Current School Year with subject and grade level)
  - List of BCS Non-public/Private Schools Title I Tutors and/ or Title I Teacher

### **TAB 3: Design, Development, Implementation of the Title I Services**

- **Folder 1: Identification of the students' needs**
  - Checklist, Referral Forms, Recommendations Forms,
- **Folder 2: Services to be offered**
  - Equitable Services Agreement (Title I)
- **Folder 3: Mid-Year Review, End of Year Program Evaluation**

### **TAB 4: Multiple Criteria**

- **Folder 1: Multiple Criteria used in eligibility process**
  - Enrolled Student Verification Form
  - Assessments, Benchmark tests, grades, recommendations, checklist
- **Folder 2: Rank Order List**
  - List of eligible students and a cut off score and students who fall below the cut off score
- **Folder 3: Exit Criteria**
  - School's established multiple criteria by which students may exit the Title I program

### **TAB 5: Extended Learning Opportunities**

- **Folder 1: Tutoring Rosters-( upload a copy of submitted monthly roster.**
- **Folder 2: Tutors Time Sheets (Submitted monthly to Office of Federal Programs)**
- **Folder 3: Summer Enrichment Plan**
- **Folder 4: Summer Enrichment Student Applications**

## Tab 6: Parental Engagement

- **Folder 1: Parent Meeting Documentation** (Sign-in, agendas, minutes)
- **Folder 2: Signed Permission Letters sent home**
- **Folder 3: Parent Communication Logs** (‡  
k
- **Folder 4 Parent Resources** (purchased with Parent Involvement Allocation)  
Plan for Parental Engagement Funding (link purchases to needs assessment)
- Equitable Services Plan should show how Parent funds will be spent ESP Question 10

## Tab 7: Professional Learning - Title I

**Folder should contain sign-in, agenda, minutes, notes, handouts, etc.**

- **Folder 1: School Based PD, Out of district PD**
- **Folder 2: Copies of completed Travel Requests Forms/Expenditure Form**
- **Folder 3: Copies of completed Request for Reimbursements for travel**
- **Folder 4: Requisitions/POs/Invoices/ Expenditure Form/ Consultant Request for Title I PD**

## Tab 8: Title I Coordination of Resources/Comprehensive Budget

- **Folder 1: Budget Committee Meeting and working notes**
- **Folder 2: Budget with the principal's signature**
- **Folder 3: Inventory** (Title I Inventory form, copies of PO's, proper labeling on non-consumable purchases of \$50 or more as: Title \_ FY \_\_\_\_)

## Tab 9: Monitoring/Review (School and District)

- **Folder 1: Mid-Year Review, feedback from visits**
- **Tab 14: Monitoring/Review (School and District)**
- **Folder 1 – Instructional Rounds Documentation (school and district)**
- **Folder 2 – Equitable Service Agreement Reviews (feedback, mid-year review, and end of year evaluation)**
- **Folder 3 – Mid-Year Review and End of Year Evaluation (PowerPoint and feedback form)**
- **Folder 4 – Title I Crate Check (December, March, May)**

## Tab 10: Title II

- **Folder 1: Equitable Services Agreement**
- **Folder 2: Budgets/Resources/ Inventory** (Title II Inventory form, copies of PO's, proper labeling on non-consumable purchases of \$50 or more as: Title \_ FY \_\_\_\_)
- **Folder 3: Copies of completed Travel Request Forms/Expenditure Forms**
- **Folder 4: Copies of completed Request for Reimbursements for travel**
- **Folder 5: Requisitions/POs/Invoices/Expenditure form/ Consultant Request for Title II**

### **Tab 11: Title III**

- **Folder 1: Equitable Services Agreement**
- **Folder 2: Home Language Surveys**  
List of EL students
- **Folder 3: School Process**  
Explain the process used to teach English acquisition  
Process to waive Title III Services  
Process to exit services
- **Folder 4: Budgets/Resources/Requisitions/POs Inventory** (Title III Inventory form, copies of PO's, proper labeling on non-consumable purchases of \$50 or more as: Title \_ FY \_\_\_\_)

### **Tab 12: Title IV**

- **Folder 1: Equitable Services Plan**
- **Folder 2: Budgets/Resources**
  - Requisitions/POs/Invoices/Expenditure Form Inventory (Title IV Inventory form, copies of PO's, proper labeling on non-consumable purchases of \$50 or more as: Title \_ FY \_\_\_\_)

### **Tab 13: Services Providers for Students**

- **Folder 1-Service Provider Request Form(s)**
- **Folder 1- Requisitions/ POs/Invoices/ Expenditure Form**
- **Folder 2- Certification of Service Providers**
- **Folder 3- List of Students served by Service Providers**
- **Folder 4- Sign-In Sheets for service providers**
- **Folder 5- Service Providers Log Sheets**

### **Tab 14: CARES Act ESSER**

- **Folder 1 - Intent to Participate and Equitable Service Agreement**
- **Folder 2 Budget/Resources- Requisitions/POs/ Invoices/Expenditure Forms/Consultant Request for CARES Act ESSER**
- **Folder 3 Inventory** (ESSER Inventory form, copies of PO's, proper labeling on non-consumable purchases of \$50 or more as: ESSER \_ FY \_\_\_\_)

### **Tab 15: CARES Act GEER**

- **Folder 1 - Intent to Participate and Equitable Service Agreement**
- **Folder 2 Budget/Resources- Requisitions/POs/ Invoices/Expenditure Forms/Consultant Request for CARES Act GEER**
- **Folder 3 Inventory** (GEER Inventory form, copies of PO's, proper labeling on non-consumable purchases of \$50 or more as: GEER \_ FY \_\_\_\_)