

# **Desk Audit Compliance Audit Checklist**

## **OCR - CTE Student Recruitment and Admissions**

**District/Charter:** \_\_\_\_\_ **Reviewer:** \_\_\_\_\_

**School:** \_\_\_\_\_ **Desk Audit Review Date(s):** Begin September 15 End October 30

**Date that data/documentation is available:**

October 15

### **Legislation/Regulation Authority:**

1. Title VI of the Civil Rights Act of 1964 (Title VI), 34 CFR Part 100 which prohibits discrimination on the basis of race, color, and national origin by recipients of federal financial assistance.
2. Title IX of the Education Amendments of 1972 (Title IX), 34 CFR Part 106 which prohibits discrimination on the basis of sex in any educational program or activity that receives federal financial assistance.
3. Section 504 of the Act of 1973 (Section 504), 34 CFR Part 104 which prohibits discrimination on the basis of disability by recipients of federal financial assistance.
4. Title II of the Americans with Disabilities Act of 1990 (Title II), 28 CFR Part 35 which prohibits discrimination on the basis of disability by public entities.
5. Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex and Handicap in Vocational Education Programs (34 CFR Part 100, Appendix B)

### **Intent of the Legislation/Regulation:**

The Delaware Department of Education (DOE) is responsible for ensuring that sub-recipients of Federal financial assistance that offer Career and Technical Education (CTE) programs do not discriminate against students, employees and other potential beneficiaries on the basis of race, color, national origin, sex or disability status.

#### Non-discriminatory Recruitment and Admissions: [Guidelines V-C]

Recipients must conduct their CTE recruitment activities and admission process so as not to exclude or limit opportunities on the basis of race, color, national origin, sex, or disability.

### **Focus of Review:**

Verification that LEAs conduct their CTE recruitment activities and admission process so as not to exclude or limit opportunities on the basis of race, color, national origin, sex, or disability.

### **Method of Assessment:** (Check all that apply)

- Document Review
  - Requires district submission
  - Resides at DOE
- Data Analysis
  - Requires district submission
  - Resides at DOE

**From 2007 to 2009 what guidance, technical assistance, and/or professional development has been offered to the districts and charters regarding this regulation?**

Annual workshop offered specifically for LEAs identified for on-site compliance reviews.

Required District and Charter School Compliance Items of CTE Recruitment and Admissions	Check in 2009-10? (Y/N)	Evidence	Compliance			Comments
			Yes	No	N/A	
1.1. <u>Scope</u> : Recruitment activities cover all middle schools (where permitted) in the service area, and include all CTE programs offered at the school.	Y	1. List of recruitment activities (career night/open house) with related notices and memos. 2. List of schools covered by recruitment activities. 3. List of CTE programs included in each recruitment activity.				
1.2. <u>Presenters</u> at recruitment activities do not create or perpetuate stereotypes or limitations based on race, color, national origin, sex, or disability. To the extent possible, recruiting teams represent diversity of race, national origin, gender, and disability.	Y	1. Gender, race, national origin, and disability status of presenters at each recruitment activity. 2. Other evidence that efforts were made to overcome stereotypes at recruitment activities.				
2.1. <u>Application/pre-admission forms</u> do not have inquiries about race, gender, national origin, marital, parental, or disability status.	Y	1. Current school application form (where applicable) in English (and other languages where required).				

<p>2.2. <u>Criteria for admission</u> to CTE programs do not discriminate on the basis of race, color, national origin, sex, or disability.</p>	<p>Y</p>	<p>1. Admission policy or procedure for Votech school (Area CTE Center) or specific CTE program (if any).  2. Course Catalog listing of pre-requisites for CTE courses.  3. Policy or selection procedure for dealing with <u>over-enrollment</u> in CTE courses.</p>				
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