

Desk Audit Compliance Audit Checklist

OCR - Career Guidance

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. 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 in their career guidance process LEAs do not 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 Career Guidance	Check in 2009-10? (Y/N)	Evidence	Compliance			Comments
			Yes	No	N/A	
1.1. <u>Counseling materials and activities</u> (including student program selection and career/employment selection) do not discriminate on the basis of race, color, national origin, sex, or disability. (Title IX, 106.36 {b}; Title VI,100.3; Sec 504, 104.37 {b}; ADA)	Y	1. List of all commercial career interest inventories, appraisal materials and/or aptitude tests available to students. 2. List of career counseling materials made available in languages other than English (where required). 3. Checklist or criteria for ensuring that language and portrayals contained in guidance materials are free from biases and stereotypes.				
1.2. <u>Counselors can effectively communicate with all students</u> , including students with limited English proficiency and students with sensory impairments. (OCR Guidelines, V-D)	Y	1. Documentation of procedure to ensure that all students have access to career counseling. 2. List of agencies, if any, or personnel who provide interpreting services as needs arise.				