

Desk Audit Compliance Checklist
Title I, Part A: Private School Invitation to Participate

District/Charter: _____

Reviewer: _____

School: _____

Desk Audit Date: _____

Date that data/documentation is available:

Before school year begins

Legislation/Regulation Authority:

Section 1120(a)(1) of the ESEA requires LEAs to provide eligible private school children with an opportunity to participate in the Title I, Part A program. Eligible private school children are defined in Section 1115(b) of the ESEA as children who live within the LEA's feeder pattern but attend private schools and are identified by the school as failing, or most at risk of failing based on multiple, educationally related, objective criteria.

Intent of the Legislation/Regulation:

To provide private schools with eligible children the opportunity to participate in the Title I, Part A program.

Focus of Review:

Ensure that LEAs have invited private schools that may have children from within their feeder patterns to participate in Title I, Part A in a timely manner.

Method of Assessment: (Check all that apply)

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

Required LEA Compliance Items of Title I, Part A Private School Invitations to Participate	Evidence	Compliance			Comments/Corrective Action	Corrective Action Due Date
		Yes	No	N/A		
The LEA has invited non-profit private schools (including those within its feeder pattern at a minimum) to participate in the Title I, Part A program before the school year begins.	Copy of letters sent to private schools. (Letters to non-profit private schools within the LEAs feeder must be provided at a minimum)					
The LEA includes in its invitation an explanation of the Title I, Part A program and an opportunity to consult on the program if the non-profit private school is interested in participating.	Statements included in letters sent to non-profit private schools					
The LEA sent the invitations prior to the beginning of the school year.	Date on letters sent to non-profit private schools.					