

Desk Audit Compliance Checklist

Title I, Part A: School Improvement Peer Review

District/Charter: _____

Reviewer: _____

School: _____

Desk Audit Date: _____

Date that data/documentation is available:

After December 15 annually

Legislation/Regulation Authority:

ESEA, Title I, Part A §1116(b)(3)(E) states that the LEA, within 45 days of receiving a school plan, shall establish a peer review process to assist with review of the school plan and promptly review the school plan, work with the school as necessary, and approve the school plan if the plan meets the requirements for school improvement.

Intent of the Legislation/Regulation:

LEAs must meet the federal requirements to ensure that valuable feedback is provided to a school under improvement in order for the school to implement a plan that will have the highest likelihood of increasing student achievement.

Focus of Review:

Ensure that LEAs have coordinated a valuable and timely peer review process which includes the evaluation a school's plan quality and the likelihood of its successful implementation.

Method of Assessment: (Check all that apply)

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

Required components of LEA coordinated peer review process for Title I schools under improvement Phase I	Evidence	Compliance			Comments/Corrective Action	Corrective Action Due Date
		Yes	No	N/A		
The peer review took place within 45 days of plan submission (by December 15, which is 45 days from Oct 30 school improvement grant/plan submission date). <i>[Section 1116(b)(3)(E)(i)]</i>	Date listed peer review documentation					
The peer review team included teachers and administrators from schools or districts similar to the one in improvement, but significantly more successful in meeting the learning needs of their students. <i>[LEA and School Improvement Non-regulatory guidance C-17]</i>	List of peer review team on peer review documentation					
The peer review team evaluated the plan's quality and the likelihood of its successful implementation, and made suggestions for revisions. <i>[LEA and School Improvement Non-regulatory guidance C-17]</i>	Statement(s) in peer review documentation					
The peer review included review of the 10 required components of schools under improvement. <i>[Section 1116(b)(3)(A)(i-x)]</i>	Requirements listed in peer review documentation					