

# Internal Desk Audit Compliance Checklist

## Title I, Part A: Plans for Teachers Not Yet Highly Qualified

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

**School:** \_\_\_\_\_ **Desk Audit Date:** \_\_\_\_\_

**Legislation/Regulation Authority:**

Public Law PL 107-110, the No Child Left Behind Act of 2001 (ESEA: Elementary and Secondary Education Act), specifically: Section 1119

**Intent of the Legislation/Regulation:**

The ESEA legislation is an act to close the achievement gap with accountability, flexibility, and choice, so that no child is left behind

**Focus of Review:**

To assure compliance with the 100% HQT requirement and that if a teacher is not yet highly qualified, the district has developed a plan to assist the teacher in becoming highly qualified as soon as possible and to monitor progress in completion of the plan.

**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

**From 2007 to 2010 what guidance, technical assistance, and/or professional development has been offered to the districts and charters regarding this regulation?**

Presentations at personnel directors' meetings, mailings to district/charter school HR staff, one-on-one assistance, Title I technical assistance session

Required District and Charter School Compliance Items of Plans for Teachers Not Yet Highly Qualified	Evidence	Compliance			Comments/Corrective Action	Corrective Action Due Date
		Yes	No	N/A		
LEA has written plans in DEEDS, to assist teachers not yet highly qualified to become highly qualified as soon as possible.	Plans for a sample of teachers who are not yet HQ					