

On-Site Compliance Audit Checklist

Title I, Part A: Parental Notifications

District/Charter: _____

Reviewer: _____

School: N/A

Date: _____

Legislation/Regulation Authority:

All school districts receiving Title I funds are required under Section 1111, Section 1116 and Section 1119 of the Elementary and Secondary Education Act (ESEA), as amended by the No Child Left Behind Act (NCLB) are required to notify parents of key Title I requirements. ESEA requires that the SEA monitor LEA compliance with parental notification requirements.

Intent of the Legislation/Regulation:

LEA must meet the federal requirements to ensure that:

- parents have the necessary information to make well informed choices for their children
- parents have insight into their children’s education, the professional qualifications of their teachers, and the quality of the schools they attend

Focus of Review:

Ensure that LEAs have completed required Title I Parental Notifications

Method of Assessment: (Check all that apply)

- Document Review
- Observation
- Interview

Location of Audit: (Check all that apply)

- LEA Office..... Excludes Charters
- Elementary School..... Excludes Charters
- Middle School Excludes Charters
- High School..... Excludes Charters
- Other Agency

Over the past three years, what guidance, technical assistance, and/or professional development has been offered to the districts and charters regarding this regulation?

Regional Title I technical assistance sessions and guidance documents

Required LEA Compliance Items of Title I, Part A Parent Notifications	Evidence	Compliance			Comments/Corrective Action	Corrective Action Due Date
		Yes	No	N/A		
LEA has disseminated free of charge to parents of students, and to appropriate private school officials or representatives, adequate information about the SEA's written complaint procedures for resolving issues of violation(s) of a federal statute or regulation that applies to Title I, Part A programs. [34 CFR Section 200,11(d)]	Copy of policy distributed and evidence that it was disseminated (e.g. mailing invoice, copy of returned mailing)					
LEA has notified parents of their right to request teacher and paraeducator qualifications. [Section 1111(h)(6)(A), ESEA]	Copy of letter distributed and/or samples of other types of notification (e.g. handbook, newsletter, etc.) and evidence that it was disseminated (e.g. mailing invoice, copy of returned mailing)					
LEA has ensured that schools have notified parents if their child has been taught by a non-highly qualified teacher for four or more weeks (this includes long term substitutes). [Section 1111(h)(6)(B)(ii), ESEA]	Copy of letters schools have sent to appropriate parents.					
LEA has ensured that schools have invited parents to an informational meeting to inform them about the school's participation in Title I, Part A programs and have explained the requirements and their right to be involved. [Section 1118(c)(1) and 2]	Evidence that parents were invited to a Title I meeting to discuss the Title I program and their right to be involved (e.g. invitation, newsletter, etc.)					

<p>LEA has ensured that the principal of each Title I school has attested in writing as to whether the school is in compliance with requirements of Highly Qualified Teachers and Paraeducators [Section 1119(i)(1)(2)]</p>	<p>Copy of signed attestation for each Title I school.</p>					
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