



**LOS ANGELES UNIFIED SCHOOL DISTRICT
Federal and State Education Programs Branch**

**2023-2024 Federal Program Monitoring (FPM) Preparation Checklist for
Compensatory Education (CE) School Documents (Title I Program/All Schools)**

ORGANIZATION OF CE DOCUMENTS:

The school is responsible for collecting, organizing, and filing the 2023-2024 documentation for up to five years.

Program Item	Evidence Required
CE 16 Categorical Equipment Inventory	<input type="checkbox"/> Historical inventory list of categorical programs purchased equipment for \$500 or more and evidence that the physical check has occurred (BUL-3508.8).
CE 5 School Site Council Composition	<input type="checkbox"/> 2023-2024 SSC verification form which is completed in the Principal’s Portal (BUL-6745.6). 2023-2024 documentation for the orientation and election of each SSC representative group, which is <u>one set of the following listed documents for each group of parents, teachers, other staff, and students</u> (secondary): <ul style="list-style-type: none"> <input type="checkbox"/> Narrative of voting procedure for each group’s election described in first SSC meeting’s <u>approved minutes</u>, with each tally and election result described in the Fall of 2023. <input type="checkbox"/> <u>Announcement of 2023-2024 orientation/election</u> (i.e., SSC flyer for parent members, bulletin notice or letter to teachers, bulletin notice or letter for all other staff, bulletin announcement for students showing all students in the school were invited to participate on SSC and vote). <input type="checkbox"/> <u>Agenda</u> for each orientation and election (Each representative group, <i>if used</i>. Must have agenda for parent election). <input type="checkbox"/> <u>Ballots</u> for each group’s elections (Maintain copies of all ballots for each group’s election. Parent election must have ballots showing parents voted whether to have community member elected). <input type="checkbox"/> <u>Sign-in</u> for orientation and election (Each representative group, whether in person or online). <input type="checkbox"/> <u>Picture of parent election agenda posted</u> outside of the school building 72 hours prior to the election.
CE 8 Notices in Parents’ Primary Languages	<input type="checkbox"/> Samples of parent communications in English and in any other primary language(s) (15% or more) for the 2023-2024 school year (i.e., newsletter, parent letters, etc.).
CE 9 Parental Notification of	<input type="checkbox"/> Sample of a Parent Notification Letter sent to parents of students who have been served by a teacher who does not meet applicable state certification or licensure requirements for four or more consecutive weeks (REF-097901.2).

Teacher Qualifications	<input type="checkbox"/> Notification (2023-2024 Parent Handbook) to parents regarding their right to request information on teacher qualifications.									
CE 21 Paraprofessional Requirements	<input type="checkbox"/> A 3-column table with the 2023-2024 Title I-funded paraprofessionals, indicating their names, assignment, and the names of the credentialed teachers to whom paraprofessionals are assigned to. <table border="1" data-bbox="347 352 1198 436" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="text-align: center;">2023-2024 Title I Funded Paraprofessionals</th> </tr> <tr> <th style="width: 33%;">Full Name</th> <th style="width: 33%;">Assignment(s)</th> <th style="width: 33%;">Supervising Teacher(s)</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"> </td> <td> </td> <td> </td> </tr> </tbody> </table>	2023-2024 Title I Funded Paraprofessionals			Full Name	Assignment(s)	Supervising Teacher(s)			
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CE 10 Parent Notification of English Learner Status	<input type="checkbox"/> One completed sample of an annual parent notification letter of an EL student status as determined by Title III. <input type="checkbox"/> One completed sample of an initial parent notification letter of an EL student status as determined by Title III.									
CE 19 Posting of SARC	<input type="checkbox"/> <u>Some form of notification</u> (2023-2024 Parent Handbook) sent home to parents, that a hard copy of the School Accountability Report Card (SARC) is available upon request. (REF-6438.3).									
CE 1 LAUSD Parent and Family Engagement Policy (distribute)	<input type="checkbox"/> <u>Screenshot</u> of school’s website notifying parents of date of distribution of LAUSD Title I Parent and Family Engagement Policy, with a short description and link to the document, or <u>copy of message in a dated parent newsletter</u> showing LAUSD policy was distributed on a specific date. (Attachment C1 and C2 of MEM-6750.6).									
CE 2 School Parent and Family Engagement Policy (development, approval, distribution)	<p>2023-2024 School Title I Parent and Family Engagement Policy</p> <input type="checkbox"/> 2023-2024 School Title I Parent and Family Engagement Policy with the school’s name and the current year included. Policy must follow the new revised template located in MEM-6750.6. <input type="checkbox"/> Include the meeting <u>agenda, sign-ins,</u> (and detailed <u>minutes</u> if developed with SSC) indicating that the policy was discussed/developed with Title I parents between August and November of 2023 (minimum 2-3 documents). <input type="checkbox"/> Include the SSC <u>agenda, sign-in and minutes</u> indicating that a <u>motion was made</u> and the <u>motion passed to approve</u> the policy developed with Title I parents between August and November of 2023. <input type="checkbox"/> <u>Screenshot</u> of school’s website notifying parents of the date of distribution of the SSC-approved school Title I Parent and Family Engagement Policy with a brief description and link to the document or <u>copy of message in a dated parent newsletter,</u> showing school policy was distributed on a specific date (Attachment C1 and C2 of MEM-6750.6). <p>2023-2024 School-Parent Compact</p> <input type="checkbox"/> 2023-2024 School-Parent Compact with the school’s name and the current year included. Compact must follow the template located in MEM-6750.6.									

	<ul style="list-style-type: none"> <input type="checkbox"/> Include the meeting <u>agenda and sign-ins</u> (and explicit <u>minutes</u> if developed with SSC) indicating that the compact was discussed/developed with Title I parents between August and November of 2023 (minimum 2-3 documents). <input type="checkbox"/> Include the <u>SSC agenda, sign-in and minutes</u> indicating that a motion was made and the motion passed to approve the compact developed with Title I parents between August and November of 2023. <input type="checkbox"/> <u>Screenshot</u> of school’s website notifying parents of the date of distribution of the SSC-approved School Parent Compact with a brief description and link to the document or <u>copy of message in a dated parent newsletter</u> showing School Parent Compact was distributed on a specific date. (Attachment C1 and C2 of MEM-6750.6). <p>2023-2024 Staff Training Sessions</p> <ul style="list-style-type: none"> <input type="checkbox"/> <u>Agendas/flyers and sign-ins</u> indicating that teachers, specialized instructional support personnel, assistant principals and other school leaders, and other staff were educated, with the assistance of parents, in the value and utility of contributions of parents. Training should include how to reach out to, communicate with, and work with parents as equal partners. <p>2023-2024 Parent Workshops</p> <ul style="list-style-type: none"> <input type="checkbox"/> <u>Agendas/flyers and sign-ins</u> documenting parent workshops on any of the following topics: <ul style="list-style-type: none"> • how to help children with the state academic standards. • providing parents with a description and explanation of the curriculum used at the school. • state and local academic assessments and the forms of academic assessment used to measure student progress. • how to monitor a child’s progress and work with educators to improve the achievement of their children. • tips and strategies to help children with learning. • any additional training as appropriate to foster parent involvement. <p>2023-2024 Annual Title I Meeting</p> <ul style="list-style-type: none"> <input type="checkbox"/> <u>Agenda/announcement and sign-in</u> showing that the meeting was held before December 8, 2023.
CE 6 SSC Activities	<ul style="list-style-type: none"> <input type="checkbox"/> 2022-2023 SSC <u>agenda, sign-ins and minutes</u> indicating that the SSC developed/reviewed/approved the 2023-2024 SPSA.
CE 20 SSC Evaluation of Program Effectiveness	<ul style="list-style-type: none"> <input type="checkbox"/> Agenda, sign-ins and minutes that demonstrate SSC participation in evaluating the effectiveness of the SPSA services.

CE 15 LEA: Time Accounting; Admin. Charges

- A 4-column table with the 2023-2024 personnel funded from 7S046, 70S46, 7E046 7T124, 7T691, & 7T796 (Options Schools Support), e.g., nurse, psychologist, psychiatric social worker, class size reduction teachers, paraprofessionals, coordinators, coaches, PSA Counselor

2023-2024 Title I Funded Personnel			
Full Name	Position Title	Funding Code(s)	Funding Percentage

- Job Duty Statement for each position listed on the 4-column table. A Job Duty Statement is site-specific. General Job Descriptions are in the *Budget Handbook*. *Employees who complete a Multi-Funded Time Report (MFTR) do not need a Job Duty Statement because the MFTR has the categorical funded activities listed already.*
- Periodic Certifications or Multi-Funded Time Reports for each person listed on the 4-column table. FSEP will request time and effort documents for your Title I-funded itinerants from the LDs and/or central offices (BUL-2643.14).
- Corresponding documentation for all supplemental time paid with Title I funds.