# ESEA Monitoring Checklist

This document provides LEAs with an overview and timeline of the monitoring process as well as simplified checklists and reminders. **It should not be considered a replacement for official monitoring guidance** and should serve as reference only. **For detailed guidance on the monitoring and compliance process, LEAs should contact their Education Program Specialist or visit** Office of Federal Programs: Monitoring

### As you prepare for monitoring:

It may be helpful to refer to the following document as you identify staff members for each of these duties and check off items as they are completed.

- ☐ Before the monitoring review occurs, begin identifying your district monitoring team. Decide who is responsible for:
  - Gathering and entering **programmatic** data
  - Gathering and entering **fiscal** data
  - Submitting answers/documentation in the system
  - Communicating with other staff as needed
  - Communicating with DEW monitoring consultant
- ☐ Utilize forms that can be updated annually
- ☐ Remember to maintain records for *minimum* of 7 years
- ☐ Become familiar with the ESEA Consolidated monitoring timeline:

| November-December | January-April | April-June |
|---|---|---|
| • Monitoring consultants notify districts which monitoring "type" they will receive<br>• District will receive communication via email as well as a notification in the CCIP History Log | • Monitoring surveys open for district access (Dec./Jan.)<br>• Desk and on-sites are scheduled and conducted<br>• Survey completion by districts | • Surveys should be complete<br>• Monitoring closes 6/30 |

**Once you are notified of the type of monitoring your district will receive, you may refer to one of the checklists below as a quick reference. If you are not familiar with the monitoring system or how to access your monitoring survey, please refer to the User Manuals for each Survey type.**

**For Self-Surveys:**

- ☐ Review Questions and Required Evidence for Each Item in Survey
- ☐ Meet with Team to Determine Responsibilities for Collecting Evidence (Evidence not required for this survey, however this step will assist in future reviews)
- ☐ Determine Method of Evidence Collection and Storing of Evidence
- ☐ In Monitoring System, check off items in each section as completed
- ☐ Complete by June 30th

**For Desk Surveys:**

- ☐ Meet with district team to determine responsibilities for collecting evidence
- ☐ Answer questions and submit/upload evidence for each item in survey
- ☐ Complete desk review interview with monitoring consultant
- ☐ Complete additional steps as needed; due dates determined by consultant

**For On-Site Surveys:**

- ☐ Meet with district team to determine responsibilities for collecting evidence
- ☐ Answer questions and submit/upload evidence for each item in survey
- ☐ Communicate with monitoring consultant to schedule date(s) of on-site visit
- ☐ Plan to provide a car with driver to escort team to sites
- ☐ Communicate with Title I non-publics or Title I-N/D facilities regarding logistics
- ☐ Be ready to access and provide all data and documentation when requested by the monitoring team (electronic is preferred)
- ☐ Complete on-site interviews with monitoring team
- ☐ Complete additional steps as needed; due dates determined by consultant

**When preparing for on-site monitoring, expect the monitoring team to visit and meet with:**

- ☐ Administrative staff; Superintendent, Treasurer
- ☐ Title I served schools, principal and Title I staff
- ☐ Title I In and out-of district non-publics
- ☐ Neglected and Delinquent facilities within the district's boundaries being served by Title I
- ☐ Parents/guardians
- ☐ Homeless liaison