

Submission List for 2025-26 ESEA Monitoring

WHY are these materials required?

Monitoring state and federal programs helps ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and that funding is used in a manner that addresses the intended purpose of the Title program. Monitoring also informs the technical assistance activities and resources ODE will develop.

WHEN are materials due?

District selected for Tier 2 and Tier 3 Monitoring should submit all materials listed below by **February 2, 2025**. The self-assessment is due for all districts on **December 8, 2025**.

HOW do I share materials with ODE?

All materials must be submitted electronically in OneDrive. **Please send an email to federalprograms@ode.oregon.gov** with the names and email addresses of any district staff who will be **uploading materials** to the district folders created by ODE.

WHAT do I need to submit?

All evidence submitted should be from the 2024-25 school year. See the list below of specific materials needed.

A. Self-Assessment

Districts respond to questions about their practices in each federal program for which they receive funds and respond to the question prompts. The [self-assessment](#) must be [electronically submitted](#) by **December 8, 2025**.

B. Common Compliance

1. Detailed expenditure reports for 2024-2025 by program, as applicable (Title I-A, I-D, II-A, IV-A, RLIS) **which shows date, vendor, item description, and amounts**.
2. [Current inventory](#) of any materials purchased with federal funds in the last 3 years.
3. Payroll Distribution Report for the 2024-2025 school year showing staff paid with federal funds.
4. [Documentation](#) for **three staff members** from 2024-2025 (including at least one staff member who is split funded, if applicable) that demonstrates the district's implementation of its system for time and effort.

C. Title I, Part A (*Submit the following materials for each school identified for review*)

1. A copy of the most recent [Schoolwide \(SWP\) or Targeted Assistance \(TAS\) plan](#).
2. A copy of what was shared with families at the annual meeting. (e.g., PPT/detailed agenda)
3. A sample copy of the family/school compact.
4. Completed responses to the [Family Engagement Monitoring Response Form](#).

NOTE: If the school is using the [ODE's planning template](#) and has completed the Family Engagement Tab, this form does not need to be submitted.

5. Web site link to where families can find information online about the school's Title I-A program and their rights.

D. Title I, Part D

Expenditure reports for Title I-D submitted as part of Common Compliance

E. Title II, Part A

[A copy of the Title II-A ESEA Monitoring form](#)

F. Title IVA

[A copy of the Title IV-A Monitoring form](#)

G. REAP/RLIS

Expenditure reports for Title II-A and IV-A (REAP) or RLIS submitted as part of Common Compliance.

H. Equitable Services

Only for districts with participating private schools.

1. Respond to the prompt on the [Equitable Services Narrative form](#) and submit written responses on OneDrive or [schedule a meeting with the Ombuds](#) to respond verbally.
2. Submit to OneDrive documentation of how [needs were assessed](#) for all equitable service programs (if you have more than five private schools, please work with the Ombuds to determine which specific needs assessments will be submitted).
3. Submit to OneDrive documentation of an [evaluation](#) of all equitable service programs (if you have more than five private schools, please work with the Ombuds to determine which specific evaluations will be submitted).

I. McKinney-Vento (Submit most current evidence for SY 2025-26)

NOTE: All districts must submit evidence for McKinney-Vento regardless of whether they receive federal funds. All student names should be redacted from submitted documents.

1. A copy of the Board adopted policy which is aligned to [2017 OSBA Sample Policy and Administrative Rules for Homeless Students](#).
2. Documentation demonstrating the most recent training received by the district McKinney-Vento liaison.
3. A copy of the materials used to train staff regarding McKinney-Vento (e.g.; PPT, handouts).
4. Residency questionnaires, intake forms, spreadsheets demonstrating processes for student identification.
5. Blank forms used by Liaison or high school counselors to support and verify unaccompanied youth status for [FAFSA purposes](#) and provide other college readiness support.
6. Completed responses to the [McKinney-Vento Narrative Response form](#).
7. Documentation demonstrating how the district provides School of Origin transportation.

J. Foster Care (Submit most current evidence for SY 2025-26)

NOTE: All districts must submit evidence for Foster Care regardless of whether they receive federal funds. All student names should be redacted from submitted documents.

1. A copy of the [role description](#) for the Foster Care Point of Contact.
2. A copy of the [materials used to train staff](#) regarding students experiencing Foster Care. (e.g., PPT, handouts)
3. A copy of the [district transportation plan](#) for students in Foster Care.
4. A copy of the [DHS Transportation Request Form](#).
5. A copy of the District Record Request Form.
6. [Copies of School Notification Form](#) for any case in which a Best Interest Finding was made. (names redacted)
7. A copy of the district [Meal Policy](#).
8. A copy of district [Enrollment Policy](#).
9. Completed responses to the [Foster Care Narrative Response form](#).

Contacts

Titles I-A/II-A/IV-A/V-B

- Jen Engberg - jennifer.engberg@ode.oregon.gov; (971) 208-0207
- Sarah Martin - sarah.martin@ode.oregon.gov; (971) 208-0333
- Amy Tidwell – amy.tidwell@ode.oregon.gov; (503) 580-0078

Equitable Services Private School Ombuds

- Janette Newton – janette.newton@ode.oregon.gov; (503) 551-9405

Foster Care

- Marlie Magill – marlie.magill@ode.oregon.gov; (503) 580-4857

McKinney-Vento

- Lexi Neemann – lexi.neemann@ode.oregon.gov; (971) 208-1777