**Procedures and Tools to Prepare for Title I-C Monitoring Visit 2018-2019**

In preparation for a Title I-C monitoring Visit, the following will serve as a guide for the visit. An effort has been made to consolidate and make the notebooks information easier to prepare.

\_\_\_\_ Start now by reviewing the document **Guide to a Title I-C Monitoring visit** **for LEAs** (#7 document). It will give you and the district or ESD general information regarding the visit.

\_\_\_\_ Now start gathering documentation to support federal compliance. Look at last monitoring notebook. Following the **Title IC Education Compliance checklist for “districts**” (#2 document) (IC-AA) or “**Districts in Consortium (ESDs)** (#3 document) (IC-A), prepare a notebook or electronic notebook with evidence for each one of the Item numbers (i.e., IC-AA, IC-BB, etc.). You can use the **District Dividers** (#4 document) or **Consortia Dividers** (#5 document).

\_\_\_\_ Two weeks before the visit, the notebook will be sent to ODE. My goal is to make it easy, so the information can either be paper copies or electronic copies. Don’t go through the trouble of copying all your electronic information or having to scan your paper copies. Put a footnote in the paper copy if there was information sent electronically. I would like there to be a cover page for each section immediately after the tabs, along with a sub list of the items included in that section.

If preschool allocation is spent during the regular Year, the **T I-C Preschool Monitoring Template** (#6 document) will need to be filled out and sent in two weeks out.

\_\_\_\_\_ Three weeks before the visit, a **Monitoring Schedule Template** of the monitoring visit will be sent to you. Please review it, and over the phone, we will review the places and times, and confirm the schedule. Please notice who needs to attend, and add their complete names and title so the report can be accurate. We will confirm schools visited and make sure the time works for both sides. Please include detailed addresses.

\_\_\_\_\_ Two weeks before the visit the documentation will be sent to Leslie Casebeer at leslie.casebeer@state.or.us . If mailed, send to Oregon Department of Education, Attn: Leslie Casebeer, 255 Capitol St NE, Salem, OR 97310. Please include a report at the end of the notebook from your fiscal office using **Monitoring Expense Report Template’s** format (following the #8 document template), with migrant expenditures for the last sub grant (15-16 allocation year and so far this year). It should clearly show the fund source and object title and be clear who or what the expense was. If in a consortia, a quick page of a **Survey for Districts in Consortia** will need to be filled out by consortia members and sent in to Leslie (#9 document). A state audit in 2017-2018 requires that documentation be sent in showing consultation with private schools regarding sharing benefits available from federal funds including the Title IC, Migrant program (#12 document). A list of all Migrant paid staff and their FTE should be sent in (#13 document).

\_\_\_\_\_ I will send you the list of questions that will be asked. A week before the visit, the answers to all the questions need to be sent to Leslie @ ODE. Many people like to preview them before they are asked. By having participants answer them ahead of time and send them in, it will make the visit go by faster and some thought can be given to the answers. The titles of personnel asked and the questions are in **Regular Year Questions** (document #10). Current Inventory List should be up to date (document #11).