**Procedure to prepare for Title I-C Summer School Monitoring Visit**

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

Go to the Title I-C page on the ODE website to get documents for summer school monitoring. The following is a shortcut to get there:

<https://www.oregon.gov/ode/schools-and-districts/grants/ESEA/Migrant/Pages/Monitoring.aspx>

The first two titles are documents for Regular Year monitoring documents. The third Title has documents for summer monitoring visits under Onsite Monitoring: Summer School.

New the summer of 2019 as a result from our State Audit finding, #18 is evidence of meeting with Private Schools.

A draft Summer School Monitoring Schedule will be sent to you a month before the visit.

Please send the Summer Monitoring document to Jonathan at ODE electronically **two weeks before** visit to your area:

1. If Pre-school allocation is used during the summer, please also fill out preschool form since the visit will be a dual visit for summer school and pre-school program. The form is also included below the summer school document.
2. Look at the Summer School Monitoring Tool 2020 and send evidence for each number. Please label the documents being sent numbered 1-18 to follow the numbers of the items being checked.  If there are several documents, then for example put the number with a letter, ie. 13A, 13B, 13C, etc. in front of the title of what the document is about.
3. Complete and send Summer School Questions for 2020 for each job in summer school.
4. Complete Summer School paid MEP staff for 2020.

A week before the visit, talk to Jonathan Fernow to:

* Confirm times and places of the visit and approve draft schedule.