

## Title I-C 2024-25 Monitoring Overview

Monitoring Title I-C regions provides ODE with an opportunity to examine how Title I-C regions have instituted policies, systems, and procedures to ensure their Title I-C regions (educational service districts or school districts) are in compliance with statutes, and state and federal regulations that guide services for migratory children.

In preparation for the Title I-C monitoring focused on previous practices, the following will serve as a guide for this process. An effort has been made to consolidate the monitoring for all the components of the Title I-C funded programs: regular year, summer programming, and PreK.

### Mark your calendars with the following dates

Please be mindful of the set of dates and times that you need to allocate for the following:

- A two-hour online monitoring training will be offered in the following date: Thursday, **November 14, 2024, 1:00-2:30 PM (PDT)**
- Online Survey completion by district members is due **December 15, 2024**
- Self-assessment and documentation submission via OneDrive due: **January 15, 2025**
- \*Onsite visits, if applicable: **Spring-Summer 2025 (dates will be identified with regions)**

### Desk Monitoring Process

The following is the desk monitoring process taking place between September 2024 to March 2025.

#### **Step 1 – Communication (September-October 2024)**

Your region (superintendent and coordinator) will receive confirmation via email about your participation in the Title I-C Monitoring for 2024-25 regular year, summer programming, and School Readiness.

#### **Step 2 – Monitoring Training (November 14, 2024)**

Prior to the training session, the Title I-C coordinator in your region will be emailed the access information to their regional OneDrive account, which is the repository for submissions. During the training, all aspects of monitoring will be covered.

#### **Step 3 – Entrance Meeting (Sometime between November-December; to be arranged with coordinators)**

At the entrance meeting, ODE and your regional staff will clarify any information and answer any questions about required documentation.

#### **Step 4 – Survey Completion by District Members (December 15, 2024)**

As Consortium lead you will share [this survey](#) via email. Your district members are asked to complete this 10-minutes survey by December 15.

#### **Step 5 – Self-Assessment and Documentation Submissions (January 15, 2025)**

Using OneDrive provided by ODE, your regional coordinator can complete the Title IC Monitoring Tool which can be found on our website [Oregon Department of Education : Monitoring for Title I-C : Title I-C Migrant Education : State of Oregon](#). ODE staff will review submitted materials in OneDrive.

**Step 6 – Exit Meeting**

An exit meeting will occur within 45 days your region submits desk monitoring documentation. During the exit meeting, ODE staff will share the initial report, which might include:

- Comments on your regional's exemplary practices
- Observations and recommendations on practices for the regional staff's consideration
- Potential areas of non-compliance (Findings)
- Tentative required action steps your region must take (Resolutions)

During this meeting, your region is welcome to pose questions, highlight concerns, and respond to preliminary findings.

**Step 7 – Monitoring Report (within 45 days after the exit meeting)**

Your region receives either a letter of compliance, or a copy of the report outlining the additional evidence needed to demonstrate compliance.

\*Note that if your region needs an onsite visit, this will be communicated by the entrance meeting, and ODE Title I-C education specialist will arrange the dates for the onsite visit. In case of required on-site visit, the exit meeting will occur after the site visit is completed.

For questions about the OneDrive submission process and for technical assistance and support about the monitoring process, please contact either [Hector Aguirre](#) or [Yuliana Kenfield](#).