This is a partial list of example documentation districts would have on hand to provide evidence or proof of their compliance with NCLB requirements.

For Multidistrict Applications Only

Sample Documents:
☐ Written agreement

Project Implementation

Sample Documents:
☐ Approved copy of current application/amendment
☐ Teacher/administrator interview

NCLB Plans

Sample Documentation:
☐ NCLB Plans

Consultation

Sample Documentation:
☐ Meeting Minutes with List of Participants
☐ Phone Records
☐ Record of Discussion with applicable personnel/organizations

Non Public School Participation

Sample Documents:
☐ Minutes from Meetings with List of Participants
☐ Phone Records
☐ Per Pupil Allocation "PPA" as outlined in the application
☐ Method of Service
☐ Evidence to support that funds are being used to benefit identified children
☐ Budget-"PPA"
☐ Record of District's "Monitoring" Efforts
☐ Third party contracts or written agreements
☐ Detailed third-party billing invoices
☐ On-Site visit of Nonpublic School to ensure proper use of equipment & materials

Supplement/Supplant

Sample Documentation:
☐ Comparability Document to ensure that the district has maintained effort

Inventory Requirements

Sample Documents:
a) A description of the property;
b) A serial number or other identification number;
c) The source of property;
d) Identify the title holder;
e) The acquisition date and cost of property;
f) Percentage of state/federal participation in the cost of the property;
g) The location, use and condition of the property; and
h) Any ultimate disposition date including the date of disposal and sale price of the property.
Eligible Attendance Centers

Sample Documents:
- Source Information to determine low income eligibility:
  1. National School Lunch Claim (Free & Reduced);
  2. Census;
  3. TANF Report; and
  4. Medicaid Report
- Any Applicable Waivers
- Bldg Enrollment Data
- Private School Enrollment Data
- Salary & Fringe Benefit Differential Calculations
- Range Calculations

School-wide (SW) Programs

Sample Data:
- Comprehensive School-wide Plan
- Needs assessment
- Ascertain any modifications that were made to the original plan
- List Committee Members
- Technical Assistance Providers
- Surveys

Required Components--SW Programs

Sample Documentation:
- School-wide Plan (School Improvement Plan)
- Needs assessment
- Reform strategies
- Agendas from committee meetings
- Teacher Certification
- Paraprofessional Qualifications
- Evidence of Recruitment of HQ Staff
- Parent Involvement Actives
- Evidence of staff involvement
- Transitional plans for ECE programs
- Student Data
- Identification for services
- Professional Development Plans
- Parent Involvement Policies

Targeted Assistance (TA) Programs

Sample Documentation:
- School Improvement Plan
- Student Rosters
- Selection Criteria k-2, 3-12
- Research Based Instructional Strategies
- Curriculum Guide
- Coordination with classroom instruction
- Teacher Certification--Paraprofessional Qualifications
- Professional Development Plan
- Parent Involvement Policies
- Evidence of coordination of services & resources
- Annual evaluation of Title I Student progress
- Title I teacher/paraprofessional schedules
- Lists of duties
Required Components—TA Programs

Sample Documentation:
- School Improvement Plan
- Student Rosters
- Selection Criteria k-2, 3-12
- Research Based Instructional Strategies
- Curriculum Guide
- Coordination with classroom instruction
- Teacher Certification--Paraprofessional Qualifications
- Professional Development Plan
- Parent Involvement Policies
- Evidence of coordination of services & resources
- Annual evaluation of Title I Student progress
- Title I teacher/paraprofessional schedules

Coordination with Other Early Childhood Programs

Sample Documentation:
- Contact Letters with Parents & Pre-School Organizations
- Parent Meetings, sign-in sheets, agendas

Public School Choice

Sample Documents:
- Letters of Notification
- List of pupils who are being provided transportation via choice expenditures

Supplemental Educational Services (SES)

Sample Documentation:
- Parent notification letter
- List of low-income pupils receiving SES
- LEA-Parent Provider Agreement

Parental Involvement

Sample Documents:
- LEA and School Parent Involvement Policy
- Parents Right-to-Know Letter
- Parents letter of notification of a substitute teacher who is not HQ, after 4 weeks of instruction
- Parent-School Compact
- Evidence of parent meetings/conferences
- Verification of that 95% of 1% set-aside is being used for parent activities with parent input

Qualifications for Teachers and Paraprofessionals

Sample Documentation:
- Documentation to support Time and Effort activities being charged to the grant
- Semi-Annual Certification and annual Principal attestation for each building served
- Teacher Credentials/Date of Hire/Job Description
- Paraprofessional Credentials/Date of Hire/Job Description
- Professional Development Plan/In-service Training
- LEA Report of Qualified Staff
- School Reports on Building Teacher/Paraprofessional Qualifications

Required Board Approved Policies

Sample Documents:
- Actual Board Approved Policies
Homeless Liaison

Sample Documents:
- Identify the district liaison

Comparability of Services

Sample Documents:
- Current District-Wide Salary Schedule
- Policy for Equivalence
- Updated Comparability Documentation
- Written Procedures for performing the comparability analysis
- Comparability back-up documentation (i.e. staff FTEs per building and student enrollments by building)