

Title III Onsite Required Documentation

- 2.8 – Highly Qualified Teacher
 - List of all teachers with ESL endorsements
 - List of all teachers serving ESL students. (teachers' certification)
- 3.2 – High Quality Professional Development
 - Sign in sheet, agendas
- 4.1 and 4.4 – Parental Involvement
 - Copies of materials that have been translated for LEP parents
 - Documentation the county's parental outreach programs have specifically targeted LEP parents. (announcements, brochures, agendas)
- 5.2~5.4 – Parent Notification Letter
 - Sample of Parental Notification Letters
 - Sample of students' enrollment form (home language survey)
- 6 – Private School
 - Documentation that private schools provided an opportunity for timely consultation (letters and agendas)
 - Affirmation of consultation with private officials
 - If choosing to participate, documented example of participation in the planning process
 - Professional development section of private school teachers
 - Parent involvement section of private school application
 - Copy of parent complaint procedure
- 7 – Fiscal Requirements
 - Report of county budget expenditures for Title III funds during monitoring cycle
 - Examples or samples of records (POs) for supplies or technology items
 - Template of form for signing out equipment to be used off-site
- 13 – Language Instruction for LEP and Immigrant students
 - Sample of Enrollment Form (home language survey)
 - Sample of Parent Survey
 - Sample AMAO letter for LEP parents