



Compensatory Education 2021–22 Program Instrument

California Department of Education
May 2021

I. Involvement

CE 01: Local Educational Agency Parent and Family Engagement

- 1.0 The local governing board of each local educational agency (LEA), or agency, receiving Title I, Part A funding shall establish and implement a written parent and family engagement policy and program.
(California *Education Code* [EC] sections 11500-11504, 51101[b]; 20 United States Code [20 U.S.C.] sections 6318[a][1], 6318[a][2])
- 1.1 Each LEA receiving Title I, Part A funding shall develop jointly with, agree on with, and distribute to, parents and family members of participating children, a written parent and family engagement policy which shall be incorporated into the LEA level plan, establish the agency's expectations and objectives for meaningful parent and family involvement, and describe how the LEA shall carry out the following requirements:
(20 U.S.C. sections 6312, 6318[a][2])
 - (a) Involve parents and family members in the joint development of the agency's plan, and in the development of support and improvement plans under paragraphs (1) and (2) of section 1111(d) of the federal Elementary and Secondary Education Act (ESEA), as amended by the federal Every Student Succeeds Act (ESSA). (20 U.S.C. Section 6318[a][2][A])
 - (b) Provide coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the LEA in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance. (20 U.S.C. Section 6318[a][2][B])
 - (c) To the extent feasible and appropriate, coordinate and integrate Title I, Part A parent and family engagement strategies with parent and family engagement strategies of other relevant federal, state, and local laws and programs. (20 U.S.C. Section 6318[a][2][C])

2021–22 Compensatory Education Program Instrument

- (d) Conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of the schools served, including identifying the following: (20 U.S.C. Section 6318[a][2][D])
 - i. Barriers to greater participation by parents in activities authorized by this section (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). (20 U.S.C. Section 6318[a][2][D][i])
 - ii. The needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers. (20 U.S.C. Section 6318[a][2][D][ii])
 - iii. Strategies to support successful school and family interactions. (20 U.S.C. Section 6318[a][2][D][iii])
 - (e) Use the findings of such evaluation in section 1.1(d) of the CE program instrument to design evidence-based strategies for more effective parental involvement, and to revise, if necessary, the parent and family engagement policy. (20 U.S.C. Section 6318[a][2][E])
 - (f) Involve parents in activities of the schools served under Title I, Part A to adequately represent the needs of the population served by such agency for the purposes of developing, revising, and reviewing the parent and family engagement policy. (20 U.S.C. Section 6318[a][2][F])
- 1.2 Implementation of the LEA parent and family engagement program shall be consistent with the following goals and purposes: (*EC* sections 11502, 11504, 11506)
- (a) Engage parents and family members positively in their children’s education by providing assistance and training on topics such as state academic standards and assessments to develop knowledge and skills to use at home to support their children’s academic efforts at school and their children’s development as responsible future members of our society. (*EC* Section 11502[a])
 - (b) Inform parents that they can directly affect the success of their children’s learning, by providing parents with techniques and strategies that they may utilize to improve their children’s academic success and to assist their children in learning at home. (*EC* Section 11502[b])
 - (c) Build consistent and effective two-way communication between family members and the school so that parents and family members may know

2021–22 Compensatory Education Program Instrument

when and how to assist their children in support of classroom learning activities. (*EC* Section 11502[c])

- (d) Train teachers, school administrators, specialized instructional support personnel, and other staff to communicate effectively with parents as equal partners. (*EC* Section 11502[d])
 - (e) Integrate and coordinate parent and family engagement activities with the local control and accountability plan (LCAP), as applicable, with other programs. (*EC* Section 11502[e])
- 1.3 Parents and family members of children receiving Title I, Part A services shall be involved in the decisions regarding how funds reserved are allotted for parental involvement activities. (20 U.S.C. Section 6318[a][3][B])
- 1.4 Funds reserved by an LEA shall be used to carry out activities and strategies consistent with the LEA's parent and family engagement policy, including not less than one of the following:
(20 U.S.C. Section 6318[a][3][D])
- (a) Supporting schools and nonprofit organizations in providing professional development (PD) for LEA and school personnel regarding parent and family engagement strategies. (20 U.S.C. Section 6318[a][3][D][i])
 - (b) Supporting programs that reach parents and family members at home, in the community, and at school. (20 U.S.C. Section 6318[a][3][D][ii])
 - (c) Disseminating information on best practices focused on parent and family engagement, especially best practices for increasing the engagement of economically disadvantaged parents and family members.
(20 U.S.C. Section 6318[a][3][D][iii])
 - (d) Collaborating, or providing subgrants to schools to enable such schools to collaborate, with community-based or other organizations or employers with a record of success in improving and increasing parent and family engagement. (20 U.S.C. Section 6318[a][3][D][iv])
 - (e) Engaging in any other activities and strategies that the LEA determines are appropriate and consistent with such agency's parent and family engagement policy. (20 U.S.C. Section 6318[a][3][D][v])

2021–22 Compensatory Education Program Instrument

Evidence Requests

Annual Distribution of LEA-Level Parent and Family Engagement Policy

Abbreviation: AnlDstrbtlnLEALvlPrntFmlyEngmtPlcy

Description: Evidence to show how the LEA-level parent and family engagement policy has been annually distributed to parents and families of students served under Title I, Part A.

Item Instructions:

Related Items: CE 01

LEA Parent and Family Engagement Policy

Abbreviation: LEAPrntFmlyEngmtPlcy

Description: Current, local board-approved LEA-level parent and family engagement policy.

Item Instructions:

Related Items: CE 01

LEA Records of Activities for Building Capacity for Parent and Family Engagement

Abbreviation: LEAPrntFmlyEngmtActvRec

Description: Parent notices, invitations, and letters regarding parent and family engagement activities. Include LEA-level parent surveys, meeting agendas, presentations, or other parent activity material.

Item Instructions:

Related Items: CE 01

LEA Title I Reservations and Services

Abbreviation: LEARsrvtnSrvcs

Description: For the LEA, provide a document detailing the Title I services provided for each reservation as indicated in CARS. Documentation may include detailed plan of services with budgeted expenditures.

Item Instructions: CE 01: If the LEA reserves Title I funds for parent and family engagement, include details related to how this reservation is utilized.

Related Items: CE 01, CE 11

2021–22 Compensatory Education Program Instrument

Joint Development of LEA-Level Parent and Family Engagement Policy

Abbreviation: JntDvlpmtLEALvlPrntFmlyEngmtPlcy

Description: Parent and family engagement policy input from parent groups showing joint development.

Item Instructions:

Related Items: CE 01

CE 02: School Parent and Family Engagement

- 2.0 The governing board of each school district and county office of education shall establish and adopt a written parent and family engagement policy and program for each school in the district that receives funds under Title I, Part A of the ESEA, as amended by the ESSA. Each school served under this part shall jointly develop with, and distribute to, parents and family members of participating children a written parent and family engagement policy, agreed upon by such parents, and updated periodically to meet the changing needs of parents and the school.
(EC Section 11503; 20 U.S.C. Section 6318[b][1-4])
- 2.1 The school-level parent and family engagement policy shall describe the means for how each school shall carry out the following requirements:
(20 U.S.C. Section 6318[b][1])
- (a) Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents and family members of their school's participation in the Title I, Part A program and to explain the requirements, and the right of the parents to be involved. (20 U.S.C. Section 6318[c][1])
 - (b) Offer a flexible number of meetings, such as meetings in the morning or evening, and the school may provide, with Title I funds, transportation, child care, or home visits, as such services relate to parental involvement. (20 U.S.C. Section 6318[c][2])
 - (c) Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I program, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program (SWP) plan. (20 U.S.C. Section 6318[c][3])
 - (d) Provide parents of participating children with the following:
 - i. Timely information about the Title I programs.
(20 U.S.C. Section 6318[c][4][A])

2021–22 Compensatory Education Program Instrument

- ii. A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging state academic standards. (20 U.S.C. Section 6318[c][4][B])
 - iii. If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible. (20 U.S.C. Section 6318[c][4][C])
- (e) If the SWP plan is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the LEA. (20 U.S.C. Section 6318[c][5])
- 2.2 To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, each school and LEA assisted under Title I, Part A shall carry out the following requirements: (20 U.S.C. Section 6318[e])
- (a) Provide assistance to parents of children served by the school or LEA, as appropriate, in understanding such topics as the challenging state academic standards, state and local academic assessments, the requirements of Title I, Part A, and how to monitor a child’s progress and work with educators to improve the achievement of their children. (20 U.S.C. Section 6318[e][1])
 - (b) Provide materials and training to help parents to work with their children to improve their children’s achievement, as appropriate, to foster parental involvement. (20 U.S.C. Section 6318[e][2])
 - (c) Educate teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school. (20 U.S.C. Section 6318[e][3])
 - (d) To the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other federal, state, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children. (20 U.S.C. Section 6318[e][4])
 - (e) Ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a

2021–22 Compensatory Education Program Instrument

format and, to the extent practicable, in a language the parents can understand. (20 U.S.C. Section 6318[e][5])

- (f) Provide such other reasonable support for parental involvement activities under this section as parents may request.
(20 U.S.C. Section 6318[e][14])

2.3 In carrying out the parent and family engagement requirements of Title I, Part A, LEAs and schools, to the extent practicable, shall provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports required under Section 1111 of the ESEA, as amended by the ESSA, in a format and, to the extent practicable, in a language such parents understand. (20 U.S.C. Section 6318[f])

2.4 As a component of the school-level parent and family engagement policy, each school served under Title I, Part A shall jointly develop with parents for all children served under this part a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards. The school-parent compact shall carry out the following requirements: (20 U.S.C. Section 6318[d])

- (a) Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I, Part A to meet the challenging state academic standards, and the ways in which each parent will be responsible for supporting their children's learning; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time.
(20 U.S.C. Section 6318[d][1])

- (b) Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum, the following:
(20 U.S.C. Section 6318[d][2])

- i. Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement; (20 U.S.C. Section 6318[d][2][A])
- ii. Frequent reports to parents on their children's progress;
(20 U.S.C. Section 6318[d][2][B])

2021–22 Compensatory Education Program Instrument

- iii. Reasonable access to staff, opportunities to volunteer and participate in their child’s class, and observation of classroom activities; and
(20 U.S.C. Section 6318[d][2][C])
- iv. Ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.
(20 U.S.C. Section 6318[d][2][D])

Evidence Requests

Annual Distribution of School-Level Parent and Family Engagement Policy

Abbreviation: AnlDstrbtnSchlLvlPrntFmlyEngmtPlcy

Description: Evidence to show how the school-level parent and family engagement policy has been annually distributed to parents and families of students served under Title I, Part A.

Item Instructions: CE 02: If the school-level parent and family engagement policy is annually distributed in the Parent Guardian Handbook, upload the cover page, table of contents, and actual pages that include the policy.

Related Items: CE 02

School Records of Activities for Building Capacity for Parent and Family Engagement

Abbreviation: SchlPrntFmlyEngmtActvRec

Description: Parent notices, invitations, and letters regarding parent and family engagement activities. Include parent surveys, annual Title I meeting agendas, schoolsite council (SSC) meeting agendas, presentations, or other school-level parent activity material.

Item Instructions:

Related Items: CE 02

School Parent and Family Engagement Policy

Abbreviation: SchlPrntFmlyEngmtPlcy

Description: School-level policy for each reviewed school; include school name in the document title.

Item Instructions:

Related Items: CE 02

2021–22 Compensatory Education Program Instrument

Joint Development of School-Level Parent and Family Engagement Policy and Compact

Abbreviation: JntDvlpmtSchLvlPrntFmlyEngmtPlcyCmpct

Description: Parent and family engagement policy input from parent groups showing joint development.

Item Instructions:

Related Items: CE 02

School-Parent Compact

Abbreviation: SchlPrntCmpct

Description: School-parent compact for each reviewed school; include school name in the document title.

Item Instructions:

Related Items: CE 02

CE 03: Private School Consultation and Participation

3.0 To the extent consistent with the number of eligible children identified under sections 1115(c) and 8501(b) of the ESEA, as amended by the ESSA, in the school district served by an LEA who are enrolled in private elementary schools and secondary schools, the LEA shall, after timely and meaningful consultation with private school officials, provide such children and their teachers or other educational personnel, on an equitable basis and individually or in combination, as requested by the officials to best meet the needs of such children and their teachers or other educational personnel, special education services, instructional services (including evaluations to determine the progress being made in meeting such students' academic needs), counseling, mentoring, one-on-one tutoring, or other benefits. The LEA shall ensure the following:

(20 U.S.C. sections 6320[a][1], 6320[a][1][A], 7881[a][1], 7881[b][2])

- (a) Teachers and families of the eligible private school children participate, on an equitable basis, in services and activities developed pursuant to Section 1116 (Parent and Family Engagement) of the ESEA, and amended by the ESSA. (20 U.S.C. Section 6320[a][1][B])
- (b) Educational services and other benefits, including materials and equipment, provided by the LEA for eligible private school children, shall be secular, neutral, and nonideological.
(20 U.S.C. sections 6320[a][2], 7881[a][2])

2021–22 Compensatory Education Program Instrument

- (c) Educational services and other benefits for such private school children, teachers, and other educational personnel shall be equitable in comparison to services and other benefits for public school children, teachers, and other educational personnel participating under these parts, and shall be provided in a timely manner.
(20 U.S.C. sections 6320[a][3][A], 7881[a][3][A])
 - (d) Expenditures for Title I, Part A educational services and other benefits to eligible private school children shall be equal to the proportion of funds allocated to participating school attendance areas based on the number of children from low-income families who attend private schools. The proportional share of funds shall be determined based on the total amount of funds received by the LEA under this part prior to any allowable expenditures or transfers by the LEA.
(20 U.S.C. sections 6320[a][4][A][i], 6320[a][4][A][iii])
 - (e) Expenditures for Title I, Part C and Title III educational services and other benefits provided under this section for eligible private school children, their teachers, and other educational personnel serving those children shall be equal, taking into account the number and educational needs of the children to be served, to the expenditures for participating public school children. (20 U.S.C. Section 7881[a][4][A])
- 3.1 Eligible private school children are children who reside in participating public school attendance areas of the LEA, regardless of whether the private school they attend is located in the LEA, and children who meet the criteria in section 1115(c) of the ESEA, as amended by the ESSA.
(34 Code of Federal Regulations [CFR] sections 200.62[b][1][i], 200.62[b][1][ii])
- 3.2 To ensure timely and meaningful consultation, the LEA and the appropriate private school officials shall both have the goal of reaching agreement on how to provide equitable and effective programs for eligible private school children. The consultation process shall include consultation on issues such as the following: (20 U.S.C. sections 6320[b][1], 7881[c][1])
- (a) How the children’s needs will be identified.
(20 U.S.C. sections 6320[b][1][A], 7881[c][1][A])
 - (b) What services will be offered.
(20 U.S.C. sections 6320[b][1][B], 7881[c][1][B])
 - (c) How, where, and by whom the services will be provided, including services by a third-party provider.
(20 U.S.C. sections 6320[b][1][C], 6320[b][1][G], 7881[c][1][C])

2021–22 Compensatory Education Program Instrument

- (d) How the services will be academically assessed and how the results of that assessment will be used to improve those services. (20 U.S.C. sections 6320[b][1][D], 7881[c][1][D])
- (e) The size and scope of the equitable services to be provided to the eligible private school children, teachers, and other educational personnel, the proportion of funds allocated, and how that proportion of funds is determined. (20 U.S.C. sections 6320[b][1][E], 7881[c][1][E])
- (f) The method or sources of data that are used to determine the number of children from low-income families in participating school attendance areas who attend private schools. (20 U.S.C. Section 6320[b][1][F])
- (g) How and when the LEA will make decisions regarding the delivery of services to eligible private school children, including a thorough consideration and analysis of the views of the private school officials on the provision of services through a contract with potential third-party providers. (20 U.S.C. sections 6320[b][1][G], 7881[c][1][F])
- (h) How, if the LEA disagrees with the views of the private school officials on the provision of services through a contract, the LEA shall provide in writing to the private school officials an analysis of the reasons why the LEA has chosen not to use a contractor. (20 U.S.C. sections 6320[b][1][H], 7881[c][2])
- (i) Whether the LEA shall provide services directly or through a separate government agency, consortium, entity, or through a third-party contractor. (20 U.S.C. sections 6320[b][1][I], 7881[c][1][G])
- (j) Whether to provide equitable services to eligible private school children in one of the following ways: (20 U.S.C. sections 6320[b][1][J], 7881[c][1][H])
 - i. By creating a pool or pools of funds with all of the funds allocated under subsection 1117(a)(4)(A) of the ESEA, as amended by the ESSA, based on all the children from low-income families in a participating school attendance area who attend private schools; or (20 U.S.C. sections 6320[b][1][J][i], 7881[c][1][H][i])
 - ii. In the LEA's participating school attendance area who attend private schools with the proportion of funds allocated under subsection 1117(a)(4)(A) of the ESEA, as amended by the ESSA, based on the number of children from low-income families who attend private schools. (20 U.S.C. sections 6320[b][1][J][ii], 7881[c][1][H][ii])
- (k) When, including the approximate time of the day, the services will be provided. (20 U.S.C. Section 6320[b][1][K])

2021–22 Compensatory Education Program Instrument

- (l) Whether to consolidate and use funds provided in coordination with eligible funds available for services to private school children under applicable programs, as defined in subsection 8501(b)(1) of the ESEA, as amended by the ESSA, to provide services to eligible private school children participating in programs. (20 U.S.C. Section 6320[b][1][L])
- 3.3 The LEA shall maintain and provide to the state educational agency (SEA) a written affirmation signed by officials of the participating private schools that the required consultation has occurred.
(20 U.S.C. sections 6320[b][5], 7881[c][5])

2021–22 Compensatory Education Program Instrument

Evidence Requests

Consultation with Private Schools

Abbreviation: CnslttnWthPrvtSchls

Description: Documents that show how the LEA consulted with private schools regarding participation in federal programs. Examples include public notices, letters, agendas, sign-in sheets, meeting minutes, emails, or affirmation of consultation with appropriate private school officials.

Item Instructions: CE 03: Include identification criteria for student eligibility for Title I, Part A; Title I, Part C; and Title III services in the private school. Consultation should contain all elements of section 3.2 in the CE program instrument.

Related Items: EXLP 02, SEI 06, CE 03

Dated Notice of ESEA Eligibility to Private Schools

Abbreviation: PrvtSchlNtcESEAElg

Description: Dated communication to private schools regarding eligibility for Title I, Title II, or Title III services.

Item Instructions: CE 03: Dated communication to private schools in the LEA and in adjacent LEAs stating the private school is eligible for Title I, Part A; Title I, Part C; and Title III services. Include a description of the Title I, Part A; Title I, Part C; and Title III program.

Related Items: SEI 06, CE 03

Private School Affirmation

Abbreviation: PvtSchlAfmtn

Description: A written document signed and dated by private school officials that the required consultation has occurred.

Item Instructions: CE 03: Signed affirmation documents that consultation occurred pursuant to the requirements of Title I, Part A; Title I, Part C; and Title III equitable services.

Related Items: SEI 06, CE 03

II. Governance and Administration

CE 04: Foster Youth

- 4.0 LEAs shall collaborate with the State or local child welfare agency to designate a point of contact within the LEA if the corresponding child welfare agency notifies the LEA, in writing, that the child welfare agency has designated one of its employees to serve as a point of contact for the LEA. (20 U.S.C. Section 6312[c][5][A])
- 4.1 An LEA shall collaborate with the State or local child welfare agency to develop and implement clear written procedures governing how transportation to maintain children in foster care in their school of origin when in their best interest will be provided, arranged, and funded for the duration of the time in foster care. The procedures shall ensure the following: (20 U.S.C. Section 6312[c][5][B])
- (a) Children in foster care needing transportation to the school of origin will promptly receive transportation in a cost-effective manner and in accordance with subsection 475(4)(A) of the Social Security Act. (42 U.S.C. Section 675[4][A]; 20 U.S.C. Section 6312[c][5][B][i])
 - (b) If there are additional costs incurred in providing transportation to maintain children in foster care in their schools of origin, the LEA will provide transportation to the school if any of the following agreements are in place: (20 U.S.C. Section 6312[c][5][B][ii])
 - i. The local child welfare agency agrees to reimburse the LEA for the cost of such transportation; (20 U.S.C. Section 6312[c][5][B][ii][I])
 - ii. The LEA agrees to pay for the cost of such transportation; or (20 U.S.C. Section 6312[c][5][B][ii][II])
 - iii. The LEA and the local child welfare agency agree to share the cost of such transportation. (20 U.S.C. Section 6312[c][5][B][ii][III])

2021–22 Compensatory Education Program Instrument

Evidence Requests

Foster Youth Transportation Procedures

Abbreviation: FstrYthTrnsprtnPrcdrs

Description: The most recent written procedures governing how transportation to school of origin for foster youth will be provided, arranged, and funded. Include details of agreements between the LEA and local child welfare agency, as applicable, listed in section 4.1(b) of the CE program instrument.

Item Instructions:

Related Items: CE 04

Point of Contact

Abbreviation: PntCntct

Description: Identify a designated LEA staff member to serve as a foster youth point of contact, if applicable.

Item Instructions:

Related Items: CE 04

CE 05: Schoolsite Council Composition

- 5.0 A school that operates a program that requires a School Plan for Student Achievement (SPSA), pursuant to section 64001 of the California Education Code, shall establish a schoolsite council (SSC). (*EC* sections 64001, 65000[b], 65000[d])
- 5.1 At an elementary school, the SSC shall consist of both of the following groups: (*EC* Section 65000[c][1])
- (a) The principal of the school or his or her designee; classroom teachers employed at the school, selected by classroom teachers employed at the school; and school personnel employed at the school who are not teachers, selected by school personnel employed at the school who are not teachers. The classroom teachers selected pursuant to this subparagraph shall constitute a majority of the persons selected pursuant to this subparagraph. (*EC* Section 65000[c][1][A])
 - (b) Parents of pupils attending the school, or other members of the school community, selected by parents of pupils attending the school. The number of persons selected pursuant to this subparagraph shall equal the number of persons selected pursuant to section 5.1(a) of the CE program

2021–22 Compensatory Education Program Instrument

instrument, as noted in subsection 65000(c)(1)(A) of the California Education Code. (EC Section 65000[c][1][B])

- 5.2 At a secondary school, the SSC shall consist of both of the following groups: (EC Section 65000[c][2])
- (a) The principal of the school or his or her designee; classroom teachers employed at the school, selected by classroom teachers employed at the school; and school personnel employed at the school who are not teachers, selected by school personnel employed at the school who are not teachers. The classroom teachers selected pursuant to this subparagraph shall constitute a majority of the persons selected pursuant to this subparagraph. (EC Section 65000[c][2][A])
 - (b) Parents of pupils attending the school, or other members of the school community, selected by parents of pupils attending the school; and pupils attending the school, selected by pupils who are attending the school. The number of persons selected pursuant to this subparagraph shall equal the number of persons selected pursuant to section 5.2(a) of the CE program instrument, as noted in subsection 65000(c)(2)(A) of the California *Education Code*. (EC Section 65000[c][2][B])

Evidence Requests

Records of Schoolsite Council Peer Selections

Abbreviation: RcrdPeerSelcSSC

Description: Any documentation which provides evidence of the nomination and peer selections of SSC members, including classroom teachers, other staff, parents, and—in secondary schools—students with the names redacted.

Item Instructions: CE 05: Provide completed sample ballots and other selection materials for each membership category (teacher, other staff, parents, and—in secondary schools—students with the names redacted).

Related Items: CE 05

School Plan for Student Achievement (SPSA)

Abbreviation: SPSA

Description: Must include the school name, a budget with specific federal program information that aligns to the school's academic goals and key improvement strategies, and evidence of required approvals by SSC and local governing board. Reviewer will indicate which fiscal year to provide.

2021–22 Compensatory Education Program Instrument

Item Instructions: CE 05: For a school operating a SWP, reviewed SPSA with SSC roster.

Related Items: FM 01, FM 02, FM 03, FM 05, CE 05, CE 06, CE 10, CE 11, CE 17

Schoolsite Council Roster with Membership Categories

Abbreviation: SSCRstrMemCatgr

Description: Final SSC roster with names and membership group such as parent, classroom teacher, etc., for the fiscal year under review.

Item Instructions: CE 05: Applies only to SWPs. If the roster is in the SPSA, identify the associated page. Indicate if the SSC has an alternate composition or is shared, pursuant to California Education Code section 65001.

Related Items: CE 05

CE 06: School Site Activities

- 6.0 An eligible school operating a SWP shall develop a comprehensive plan, to be consolidated into a single plan, known as the SPSA (school plan) in California, pursuant to section 64001(a) of the California *Education Code*. (20 U.S.C. sections 6311[d][1][B], 6311[d][2][B], 6311[d][2][C], 6314[b], 6314[b][1][B]; EC sections 64000, 64001[a], 64001[g][1], 64001[h])
- (a) Single site school districts and charter schools may use their LCAP to serve as their SPSA (school plan), provided that the LCAP meets federal school planning requirements and the stakeholder requirements established in section 52062(a) of the California Education Code, and is adopted at a public hearing. The LCAP must meet requirements in section 6.1 of the CE program instrument. (EC sections 64001[j], 52062, 47606.5)
- 6.1 A school operating a SWP shall carry out the following requirements: (20 U.S.C. Section 6314[b])
- (a) The school plan shall be developed with the involvement of parents and other members of the community to be served; individuals who will carry out such plan, including teachers, principals, other school leaders, paraprofessionals present in the school, etc.; if the plan relates to a secondary school, students; and other individuals determined by the school. (20 U.S.C. Section 6314[b][2])
- (b) The school plan shall remain in effect for the duration of the school's participation under this part and shall be regularly monitored and revised as necessary based on student needs. (20 U.S.C. Section 6314[b][3])

2021–22 Compensatory Education Program Instrument

- (c) The school plan shall be available to the LEA, parents, and the public, and the information contained in the plan shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand. (20 U.S.C. Section 6314[b][4])
- (d) The school plan, if appropriate and applicable, shall be developed in coordination and integration with other federal, state, and local services, resources, and programs. (20 U.S.C. Section 6314[b][5])
- (e) The school plan shall be based on a comprehensive needs assessment of the entire school that takes into account information on the academic achievement of children in relation to the challenging state academic standards, particularly the needs of those children who are failing, or are at risk of failing, to meet the challenging state academic standards and any other factors as determined by the LEA.
(20 U.S.C. Section 6314[b][6])
 - i. The comprehensive needs assessment shall include an analysis of verifiable data, consistent with all state priorities and informed by all indicators. (*EC* Section 64001[g][2][A]; 34 CFR Section 200.26[a])
- (f) The school plan shall include a description of methods and instructional strategies that strengthen the academic program in the school, increase the amount and quality of learning time, help provide an enriched and accelerated curriculum, address the needs of all children in the school, particularly the needs of those at risk of not meeting the challenging state academic standards, and provide opportunities for all children to meet the challenging state academic standards.
(20 U.S.C. sections 6314[b][7][A], 6314[b][7][A][i], 6314[b][7][A][ii], 6314[b][7][A][iii])
- (g) The school plan shall include goals set to improve pupil outcomes, including addressing the needs of pupil groups as identified through the needs assessment. (*EC* Section 64001[g][3][A])
- (h) The school plan shall include evidence-based strategies, actions, or services. (*EC* Section 64001[g][3][B])
- (i) The school plan shall include proposed expenditures, based on the projected resource allocation from the governing board or body of the LEA, to address the findings of the needs assessment.
(*EC* Section 64001[g][3][C])
- (j) The school plan required by this section shall be reviewed annually and updated, including proposed expenditure of funds allocated to the school through the consolidated application and the LCAP, if any, by the SSC. The school plans shall be reviewed and approved by the governing board

2021–22 Compensatory Education Program Instrument

or body of the LEA at a regularly scheduled meeting whenever there are material changes that affect the academic programs for pupils covered by programs identified in this part. If a school plan is not approved by the governing board or body of the LEA, specific reasons for that action shall be communicated to the SSC. Modifications to any school plan shall be developed, recommended, and approved or disapproved by the governing board or body of the LEA in the same manner. (EC Section 64001[i])

- 6.2 To assist targeted assistance schools (TAS) and LEAs to meet their responsibility to provide for all their students served under Title I, Part A the opportunity to meet the challenging state academic standards, each targeted assistance program shall carry out the following requirements: (20 U.S.C. Section 6315[b])
- (a) The TAS program shall determine which students will be served according to the guidelines in section 1115(c) of the ESEA, as amended by the ESSA. (20 U.S.C. sections 6315[b][1], 6315[b][2])
 - i. Eligible children from eligible populations are children identified by the school as failing, or most at risk of failing, to meet the challenging state academic standards. (20 U.S.C. Section 6315[c][1][B])
 - ii. Children who are economically disadvantaged, children with disabilities, migrant children, and English learners (ELs) are eligible for services under Title I, Part A on the same basis as other children selected to receive services. (20 U.S.C. Section 6315[c][2][A])
 - (b) The TAS program shall use resources to help eligible children meet the challenging state academic standards. (20 U.S.C. Section 6315[b][2][A])
 - (c) The TAS program shall serve participating students by using effective methods and instructional strategies that strengthen the academic program of the school. (20 U.S.C. Section 6315[b][2][B])
 - (d) The TAS program shall coordinate with and support the regular education program of the school. (20 U.S.C. Section 6315[b][2][C])
 - (e) The TAS program shall provide PD to teachers, principals, other school leaders, paraprofessionals, and, if appropriate, specialized instructional support personnel, and other school personnel who work with eligible children in programs under this section or in the regular education program. (20 U.S.C. Section 6315[b][2][D])
 - (f) The TAS program shall implement strategies to increase the involvement of parents of eligible children in accordance with section 1116 of the ESEA, as amended by the ESSA. (20 U.S.C. Section 6315[b][2][E])

2021–22 Compensatory Education Program Instrument

- (g) The TAS program, if appropriate and applicable, shall coordinate and integrate federal, state, and local services and programs.
(20 U.S.C. Section 6315[b][2][F])

Evidence Requests

School Plan for Student Achievement (SPSA)

- Abbreviation: SPSA
- Description: Must include the school name, a budget with specific federal program information that aligns to the school's academic goals and key improvement strategies, and evidence of required approvals by Schoolsite Council (SSC) and local governing board. Reviewer will indicate which fiscal year to provide.
- Item Instructions: CE 06: Applies only to SWPs. Current-year SSC-reviewed SPSA for each reviewed school with the name of the school in the document title. Single site school districts and charter schools may upload their LCAP to serve as their SPSA.
- Related Items: FM 01, FM 02, FM 03, FM 05, CE 05, CE 06, CE 10, CE 11, CE 17

Schoolsite Council Develops SPSA

- Abbreviation: SSCDvlpSPSA
- Description: Minutes and documentation of member attendance that demonstrate the SSC's development of the SPSA. For single site school districts or charter schools using their LCAP to serve as their SPSA, documents that demonstrate stakeholder engagement.
- Item Instructions: CE 06: Applies only to SWPs. Records (e.g., agendas, meeting minutes, attendance, etc.) of the SSC's involvement in developing Title I, Part A funded programs and services specified in the SPSA.
- Related Items: CE 06

Targeted Assistance School (TAS) Program Summary

- Abbreviation: TASPrgrmSmry
- Description: A brief narrative of the TAS program describing methods and strategies used to serve the identified students and how the TAS program coordinates with other programs at the school. Include identification criteria for student eligibility for Title I services in the TAS.
- Item Instructions:
- Related Items: CE 06

2021–22 Compensatory Education Program Instrument

Targeted Assistance School (TAS) Program Summary Expenditure Report

Abbreviation: TASPrgmSmryExpndRpt

Description: A brief summary expenditure report showing Title I funds spent on the TAS program at the school.

Item Instructions:

Related Items: CE 06

CE 07: Notices in Parents' Primary Languages

- 7.0 The school and LEA shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand. (20 U.S.C. Section 6318[e][5])
- 7.1 When 15 percent or more of students enrolled in a public school speak a single primary language other than English, as determined by language census data from the preceding year, all notices, reports, statements, and records sent to the parent or guardian of such students shall be written in English and the primary language. (EC Section 48985)

Evidence Requests

Notices in Parents' Primary Languages

Abbreviation: NtcsPrntsPrmryLngs

Description: Sample of LEA and school notices in parents' primary languages at each reviewed school.

Item Instructions: CE 07: For the LEA and each reviewed school, upload two to three examples of notifications in parents' primary languages. Include the English template of the same document.

Related Items: CE 07, NorD 03

CE 08: Parental Notification of Teacher Qualifications

- 8.0 LEAs will ensure that all teachers working in a program supported with Title I, Part A funds meet applicable state certification and licensure requirements. At the beginning of each school year, an LEA that receives Title I funds shall notify the parents of each student attending any school receiving such funds that the parents may request, and the LEA will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following: (20 U.S.C. sections 6312[c][6], 6312[e][1][A])

2021–22 Compensatory Education Program Instrument

- (a) Whether the student’s teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction. (20 U.S.C. Section 6312[e][1][A][i][I])
- (b) Whether the student’s teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived. (20 U.S.C. Section 6312[e][1][A][i][II])
- (c) Whether the student’s teacher is teaching in the field of discipline of the certification of the teacher. (20 U.S.C. Section 6312[e][1][A][i][III])
- (d) Whether the child is provided services by paraprofessionals and, if so, their qualifications. (20 U.S.C. Section 6312[e][1][A][ii])

8.1 A school that receives Title I funds shall provide to each individual parent of a child who is a student in such school timely notice that the student has been assigned, or has been taught for four or more consecutive weeks by, a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject area in which the teacher has been assigned. (20 U.S.C. Section 6312[e][1][B][ii])

Evidence Requests

Four-Week Notice

Abbreviation: FrWkNtc

Description: Sample of notification to parents when their child is assigned, or has been taught for four or more consecutive weeks by, a teacher who has not met California state certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Item Instructions: CE 08: Before uploading sample letter, redact student name.

Related Items: SEI 13, CE 08

Parents’ Right to Request Information on Teacher Qualifications

Abbreviation: PrntRghtRqstInfoTchrQlfcfn

Description: Notification to parents regarding their right to request information on teacher qualifications.

Item Instructions:

Related Items: SEI 13, CE 08

2021–22 Compensatory Education Program Instrument

Staff Credentials

- Abbreviation: StfCrdntls
- Description: Provide a sortable spreadsheet of all certificated staff displaying credentials and full staff name including full middle name.
- Item Instructions: CE 08: Also include each teacher’s current assignment(s) and years of experience. Provide this information for each reviewed school.
- Related Items: AE 04, PE 09, SEI 09, ME 11, CE 08, CE 20

CE 09: Parental Notification of English Learner Status

- 9.0 Each LEA using Title I, Part A funds or Title III funds to provide a language instruction educational program as determined under Title III shall comply with parent notification requirements. The notice and information provided to parents shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand. (20 U.S.C. sections 6312[e][3][A], 6312[e][4])
- 9.1 The LEA shall, no later than 30 days after the beginning of the school year, inform parents of an EL identified for participation or participating in such a program, of the following: (20 U.S.C. Section 6312[e][3][A])
- (a) The reasons for the identification of their child as an EL and in need of placement in a language instruction educational program. (20 U.S.C. Section 6312[e][3][A][i])
 - (b) The child’s level of English proficiency, how such level was assessed, and the status of the child’s academic achievement. (20 U.S.C. Section 6312[e][3][A][ii])
 - (c) The methods of instruction used in the program in which their child is, or will be, participating and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction. (20 U.S.C. Section 6312[e][3][A][iii])
 - (d) How the program in which their child is, or will be, participating will meet the educational strengths and needs of their child. (20 U.S.C. Section 6312[e][3][A][iv])
 - (e) How the program will specifically help their child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation. (20 U.S.C. Section 6312[e][3][A][v])

2021–22 Compensatory Education Program Instrument

- (f) The specific exit requirements for the program.
(20 U.S.C. Section 6312[e][3][A][vi])
- (g) In the case of a child with a disability, how the program meets the objectives of the individualized education program of the child.
(20 U.S.C. Section 6312[e][3][A][vii])
- (h) Information pertaining to parental rights that includes written guidance on the following: (20 U.S.C. Section 6312[e][3][A][viii])
 - i. Detailing the right that parents have to have their child immediately removed from such program upon their request.
(20 U.S.C. Section 6312[e][3][A][viii][I])
 - ii. Detailing the options that parents have to decline to enroll their child in such program or to choose another program or method of instruction, if available. (20 U.S.C. Section 6312[e][3][A][viii][II])
 - iii. Assisting parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the eligible entity. (20 U.S.C. Section 6312[e][3][A][viii][III])
- 9.2 For those children who have not been identified as ELs prior to the beginning of the school year, but are identified as ELs during such school year, the LEA shall notify the parents within the first two weeks of the child's placement in a language instruction educational program. Notice to parents shall meet requirements specified above.
(20 U.S.C. sections 6312[e][3][A], 6312[e][3][B])
- 9.3 Each LEA receiving Title I, Part A funds shall implement an effective means of outreach to parents of ELs to inform the parents regarding how the parents can be involved in the education of their children and be active participants in assisting their children with the following:
(20 U.S.C. sections 6312[e][3][C][i], 6312[e][3][C][i][I], 6312[e][3][C][i][II])
 - (a) Attaining English proficiency. (20 U.S.C. Section 6312[e][3][C][i][II][aa])
 - (b) Achieving at high levels within a well-rounded education.
(20 U.S.C. Section 6312[e][3][C][i][II][bb])
 - (c) Meeting the challenging state academic standards expected of all students. (20 U.S.C. Section 6312[e][3][C][i][II][cc])
- 9.4 Implementing an effective means of outreach to parents as described in section 9.3 of the CE program instrument shall include holding, and sending notice of opportunities for, regular meetings for the purpose of formulating and responding to recommendations from parents of students assisted under Title I, Part A or Title III. (20 U.S.C. Section 6312[e][3][C][ii])

2021–22 Compensatory Education Program Instrument

Evidence Requests

Annual Notification to Parents

Abbreviation: AnlPrntNtfctn

Description: Include annual parent notification letter, provided in a language the parents can understand, of EL student status as determined by Title III. One completed sample of annual letter with student name redacted. Include the English template of the same document.

Item Instructions:

Related Items: CE 09

Initial Notification to Parents

Abbreviation: IntlPrntNtfctn

Description: Include initial parent notification letter, provided in a language the parents can understand, of EL student status as determined by Title III. One completed sample of initial letter with student name redacted. Include the English template of the same document.

Item Instructions:

Related Items: CE 09

III. Funding

CE 10: Allocations and Reporting

10.0 The LEA must disburse Title I, Part A funds in accordance with the approved Consolidated Application and Reporting System (CARS).

(EC sections 64000[b], 64001[i]; 20 U.S.C. sections 6301 et seq.)

- (a) The LEA receiving more than \$500,000 in Title I, Part A funds shall reserve at least one percent of its allocation for the fiscal year to assist schools to carry out parent and family engagement activities.
(20 U.S.C. Section 6318[a][3][A])
 - i. Not less than 90 percent of the funds reserved shall be distributed to schools served under this part, with priority given to high needs schools.
(20 U.S.C. Section 6318[a][3][C])
- (b) The LEA shall reserve such funds as are necessary under Title I, Part A to provide services comparable to those provided to children in schools funded under this part to serve homeless children and youths, including providing educationally related support services to children in shelters

2021–22 Compensatory Education Program Instrument

and other locations where children may live.

(20 U.S.C. sections 6313[c][3][A], 6313[c][3][A][i])

- i. The share of Title I, Part A funds to be reserved for homeless children and youths shall be determined based on the total allocation received by the LEA and prior to any allowable expenditures or transfers by the LEA. (20 U.S.C. sections 6313[c][3][B], 6313[c][3][B][i], 6313[c][3][B][ii])

- (c) The LEA shall reserve such funds as are necessary under Title I, Part A to provide services comparable to those provided to children in schools funded under this part to serve children in local institutions for neglected children and, if appropriate, children in local institutions for delinquent children, and neglected or delinquent children in community day programs.

(20 U.S.C. sections 6313[c][3][A], 6313[c][3][A][ii], 6313[c][3][A][iii])

- i. The share of Title I, Part A funds to be reserved for neglected or delinquent children shall be determined based on the total allocation received by the LEA and prior to any allowable expenditures or transfers by the LEA.

(20 U.S.C. sections 6313[c][3][B], 6313[c][3][B][i], 6313[c][3][B][ii])

- 10.1 The LEA shall use the same measure of poverty, which measure shall be the number of children aged 5 through 17 in poverty counted in the most recent census data approved by the Secretary, the number of children eligible for free or reduced price lunch under the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq.), the number of children in families receiving assistance under the state program funded under Part A of Title IV of the Social Security Act, or the number of children eligible to receive medical assistance under the Medicaid Program, or a composite of such indicators, with respect to all school attendance areas in the LEA.

(20 U.S.C. Section 6313[a][5][A])

- 10.2 An LEA has the discretion to do the following: (20 U.S.C. Section 6313[b][1])

- (a) Designate as eligible any school attendance area or school in which at least 35 percent of the children are from low-income families (20 U.S.C. Section 6313[b][1][A])
- (b) Designate and serve a school attendance area or school that is not eligible under this section, but that was eligible and that was served in the preceding fiscal year, but only for one additional fiscal year. (20 U.S.C. Section 6313[b][1][C])
- (c) Elect not to serve an eligible school attendance area or eligible school that has a higher percentage of children from low-income families. (20 U.S.C. Section 6313[b][1][D])

2021–22 Compensatory Education Program Instrument

10.3 Not more than 15 percent of the funds allocated to an LEA for any fiscal year under this subpart may remain available for obligation by such agency for one additional fiscal year.

(20 U.S.C. Section 6339[a], General Education Provisions Act Section 421[b][1], 2 CFR. Section 200.343)

(a) An SEA may, once every three years, waive the percentage limitation in subsection 1127(a) of the ESEA, as amended by the ESSA.

(20 U.S.C. Section 6339[b])

Evidence Requests

General Ledger

Abbreviation: GnLdgr

Description: Detailed General Ledger for the specific resource code(s) being reviewed. (The General Ledger should include the date, description, vendor name, and total amount for each expenditure line item).

Item Instructions: CE 10: Upload General Ledger for Title I, Part A funded expenditures during the reviewed school year at the LEA level and for each reviewed school. Only pertaining to Title I, Part A funds (resource code 3010).

Related Items: AE 02, FM 01, FM 02, FM 03, FM 05, FM 06, EXLP 09, EXLP 11, EXLP 19, SEI 05, SEI 06, SEI 07, CTE 02, ME 07, ME 08, CE 10, CE 11, NorD 05, SSI 02, SSI 03

LEA Title I Reservations and Services

Abbreviation: LEARsrvtnSrvcs

Description: For the LEA, upload a document detailing the Title I services provided for each reservation as indicated in CARS. Documentation may include detailed plan of services with budgeted expenditures.

Item Instructions:

Related Items: CE 10, CE 11

2021–22 Compensatory Education Program Instrument

School Plan for Student Achievement (SPSA)

Abbreviation: SPSA

Description: Must include the school name, a budget with specific federal program information that aligns to the school's academic goals and key improvement strategies, and evidence of required approvals by SSC and local governing board. Reviewer will indicate which fiscal year to provide.

Item Instructions: CE 10: For a SWP, Title I, Part A total must correspond to CARS. Must show alignment of respective funds to corresponding SPSA goals, actions, and strategies.

Related Items: FM 01, FM 02, FM 03, FM 05, CE 05, CE 06, CE 10, CE 11, CE 17

CE 11: Allowable Use of Funds

11.0 Each LEA shall use funds received under this part only in eligible school attendance areas. (20 U.S.C. sections 6313[a][1]; *EC* Section 62002)

- (a) The LEA shall ensure the activity/expenditure is aligned to meet the challenging State academic content standards. (20 U.S.C. sections 6312[a][3][B][i], 6312[b]).
- (b) The LEA shall ensure the activity/expenditure is an evidenced-based educational strategy. (20 U.S.C. sections 6303[b][1][B], 6314[d], 6315[h])
- (c) The LEA shall ensure that costs charged to the program(s) under Title I are reasonable, necessary, and allocable in accordance with applicable statutes, regulations, and program plan(s). (2 CFR sections 200.403 – 200.405)
- (d) For schools that are operating a program that requires a school plan, the LEA shall ensure that the activity/expenditure is included in the school plan. (*EC* Section 64001[g][3][C])
- (e) In a TAS, staff members who are paid with Title I funds may assume limited duties that are assigned to similar personnel who are not so paid, including duties beyond classroom instruction or that do not benefit participating children, so long as the amount of time spent on such duties is the same proportion of total work time as prevails with respect to similar personnel at the same school. (20 U.S.C. Section 6315[d][2])

11.1 For programs funded by Title I, Part A, the LEA shall use no less than 85 percent of those apportionments at school sites for direct services to students. (*EC* Section 63001)

2021–22 Compensatory Education Program Instrument

Evidence Requests

Duty Statements

- Abbreviation: DtyStmnt
- Description: An individual employee’s duty statement describing responsibilities and activities, as agreed to by employer and employee.
- Item Instructions: CE 11: Duty statement for each staff funded all or in part with Title I, Part A funds at the LEA level and at each reviewed school. Clearly identify the duties from each fund source. TAS: Duty statement for Title I staff and comparable non-Title I staff.
- Related Items: AE 04, FM 01, FM 03, EXLP 11, SEI 05, SEI 07, CTE 02, ME 09, CE 11, CE 12, CE 14, NorD 06, SSI 03, SSI 05

General Ledger

- Abbreviation: GnLdgr
- Description: Detailed General Ledger for the specific resource code(s) being reviewed. (The General Ledger should include the date, description, vendor name, and total amount for each expenditure line item).
- Item Instructions: CE 11: Upload General Ledger for Title I, Part A funded expenditures during the reviewed school year at the LEA level and for each reviewed school. Only pertaining to Title I, Part A funds (resource code 3010).
- Related Items: AE 02, FM 01, FM 02, FM 03, FM 05, FM 06, EXLP 09, EXLP 11, EXLP 19, SEI 05, SEI 06, SEI 07, CTE 02, ME 07, ME 08, CE 10, CE 11, NorD 05, SSI 02, SSI 03

LEA Title I Reservations and Services

- Abbreviation: LEARsrvtnSrvcs
- Description: For the LEA, upload a document detailing the Title I services provided for each reservation as indicated in CARS. Documentation may include detailed plan of services with budgeted expenditures.
- Item Instructions:
- Related Items: CE 10, CE 11

2021–22 Compensatory Education Program Instrument

Position Control Report

- Abbreviation: PstnCntrlRprt
- Description: Budget report of employees planned to be paid in whole, or in part, with federal funds by resource code in the fiscal year under review.
- Item Instructions: CE 11: Table of staff at LEA and reviewed schools funded all or in part with Title I, Part A. Include full name, position title (spell out the entire title), funding, percentage of each funding, and hours worked. For Title I, Part A only, indicate 85/15 and required/allowable reservations.
- Related Items: FM 01, FM 03, SEI 05, SEI 07, ME 09, CE 11, CE 14, NorD 05, NorD 06, SSI 03, SSI 05

School Plan for Student Achievement (SPSA)

- Abbreviation: SPSA
- Description: Must include the school name, a budget with specific federal program information that aligns to the school's academic goals and key improvement strategies, and evidence of required approvals by SSC and local governing board. Reviewer will indicate which fiscal year to provide.
- Item Instructions: CE 11: For a SWP, Title I, Part A total must correspond to CARS. Must show alignment of respective funds to corresponding SPSA goals, actions, and strategies.
- Related Items: FM 01, FM 02, FM 03, FM 05, CE 05, CE 06, CE 10, CE 11, CE 17

Time and Effort Records

- Abbreviation: TmEfrtRcrds
- Description: Documentation to support salaries and benefits charged to each program funding source under review in accordance with federal requirements. Records may include personnel activity reports, semiannual certifications, or other equivalent records. Budget estimates do not qualify as support.
- Item Instructions: CE 11: Documentation (e.g., personnel activity reports, semiannual certifications, time sheets, time cards, etc.) for each staff, at the LEA level and at each reviewed school, funded all or in part with Title I, Part A funds (resource code 3010).
- Related Items: AE 02, FM 01, FM 03, EXLP 09, CTE 02, EL 08, HE 10, ME 09, CE 11, CE 14, NorD 05, NorD 06, SSI 03, SSI 05

CE 12: Supplement Not Supplant with Compensatory Education Funds

12.0 The LEA shall use federal funds received under Title I, Part A only to supplement the funds that would, in the absence of such federal funds, be made available from state and local sources for the education of students participating in programs assisted under this part, and not to supplant such funds. (20 U.S.C Section 6321[b][1])

- (a) To demonstrate compliance with the above paragraph, the LEA shall demonstrate that the methodology used to allocate state and local funds to each school receiving assistance under this part ensures that such school receives all of the state and local funds it would otherwise receive if it were not receiving assistance under Title I, Part A.
(20 U.S.C. Section 6321[b][2])

Evidence Requests

Duty Statements

- Abbreviation: DtyStmnt
- Description: An individual employee's duty statement describing responsibilities and activities, as agreed to by employer and employee.
- Item Instructions: CE 12: Clearly identify duties/activities for Title I and/or other funding sources.
- Related Items: AE 04, FM 01, FM 03, EXLP 11, SEI 05, SEI 07, CTE 02, ME 09, CE 11, CE 12, CE 14, NorD 06, SSI 03, SSI 05

Methodology for Allocating State and Local Funds

- Abbreviation: MthAlctStLcFnd
- Description: Documentation demonstrating that state and local funds were allocated to the school sites equitably in the fiscal year under review. Documentation should demonstrate that federal funds were used to supplement state and local funding.
- Item Instructions: CE 12: Provide a narrative and/or table including a formula that shows a system of methods used to determine and allocate state and local funds to schools. Include a sample of how these methods were applied to the fiscal year under review.
- Related Items: FM 03, CE 12, SSI 04

CE 13: Comparability of Services

- 13.0 The LEA shall have written assurances/policies showing comparability of services across district schools. The assurances shall address the following items: (1) LEA-wide salary schedule; (2) a policy to ensure equivalence among schools in teachers, administrators, and other staff; and (3) a policy to ensure equivalence among schools in the provision of curriculum materials and instructional supplies. (20 U.S.C Section 6321[c][2])
- 13.1 The LEA shall develop procedures for compliance and shall maintain records that are updated biennially to demonstrate compliance and maintain data to support allowable exclusions of funds and/or staff from the calculations. (20 U.S.C. Section 6321[c][3])
- 13.2 The comparability of services requirement shall not apply to an LEA that does not have more than one school for each grade span. (20 U.S.C. 6321[c][4])

Evidence Requests

Comparability Calculation Forms and Supporting Data

- Abbreviation: CmpbCalcFrmsData
- Description: Current completed LEA comparability of services calculation forms with data. Any LEA with more than one school in a grade span must meet comparability of services requirements, including LEAs with schools in only one Grade Span Group.
- Item Instructions: CE 13: This item is not applicable for single site school districts, including independent direct-funded charter schools.
- Related Items: CE 13

Comparability Assurances/Policies

- Abbreviation: CmpbWrtnAsrnCS
- Description: Current LEA-wide salary schedule; a policy to ensure equivalence among schools in teachers, administrators, and other staff; and a policy to ensure equivalence among schools in the provision of curriculum materials and instructional supplies.
- Item Instructions: CE 13: This item is not applicable for single site school districts, including independent direct-funded charter schools
- Related Items: CE 13

CE 14: Local Educational Agency Administrative Charges; Time and Effort

14.0 The LEA must properly charge and document allowable salaries and wages that are reasonable and necessary in accordance with applicable Title I, Part A program requirements and federal accounting requirements. (2 CFR sections 200.302, 200.430[a], 200.430[i]; California School Accounting Manual [CSAM] Section 905)

Evidence Requests

Duty Statements

Abbreviation: DtyStmnt

Description: An individual employee's duty statement describing responsibilities and activities, as agreed to by employer and employee.

Item Instructions: CE 14: Duty statement for each staff funded all or in part with Title I, Part A funds at the LEA level and at each reviewed school. Clearly identify the duties/activities from each fund source.

Related Items: AE 04, FM 01, FM 03, EXLP 11, SEI 05, SEI 07, CTE 02, ME 09, CE 11, CE 12, CE 14, NorD 06, SSI 03, SSI 05

Position Control Report

Abbreviation: PstnCntrlRprt

Description: Budget report of employees planned to be paid in whole, or in part, with federal funds by resource code in the fiscal year under review.

Item Instructions: CE 14: Table of staff at LEA and reviewed schools funded all or in part with Title I, Part A. Include full name, position title (spell out the entire title), funding, percentage of each funding, and hours worked. Indicate 85/15 and required/allowable reservations.

Related Items: FM 01, FM 03, SEI 05, SEI 07, ME 09, CE 11, CE 14, NorD 05, NorD 06, SSI 03, SSI 05

Time and Effort Policies and Procedures

Abbreviation: TmEfrtPlcyPrcdrs

Description: LEA's established written policies and procedures for documenting time and effort of employees that work on federal programs. Current year.

Item Instructions: CE 14: Include the LEA's specific policies and procedures for documenting actual hours worked, including related internal controls and reconciliation processes.

2021–22 Compensatory Education Program Instrument

Related Items: AE 03, FM 01, CTE 02, EL 08, CE 14, NorD 06, SSI 05

Time and Effort Records

Abbreviation: TmEfrtRcrds

Description: Documentation to support salaries and benefits charged to each program funding source under review in accordance with federal requirements. Records may include personnel activity reports, semiannual certifications, or other equivalent records. Budget estimates do not qualify as support.

Item Instructions: CE 14: Documentation (e.g., personnel activity reports, semiannual certifications, time sheets, time cards, etc.) for each staff, at the LEA level and at each reviewed school, funded all or in part with Title I, Part A funds (resource code 3010).

Related Items: AE 02, FM 01, FM 03, EXLP 09, CTE 02, EL 08, HE 10, ME 09, CE 11, CE 14, NorD 05, NorD 06, SSI 03, SSI 05

CE 15: Local Educational Agency Equipment Inventory

15.0 The LEA spending Title I, Part A funding on equipment shall maintain a historical inventory record for each piece of equipment with an acquisition cost of \$500 or more per unit. The record describes the acquisition by:

- (a) Type/description
- (b) Model/name
- (c) Serial/identification number
- (d) Funding source and Federal Award Identification Number
- (e) Who holds title
- (f) Acquisition date
- (g) Original cost
- (h) Percentage of Federal participation in the project costs for the Federal award under which the property was acquired
- (i) Location
- (j) Use and current condition
- (k) Transfer, replacement, or disposition of obsolete or unusable equipment

2021–22 Compensatory Education Program Instrument

- (l) Any ultimate disposition data, including the date of disposal and sale price or method used to determine current fair market value
(EC Section 35168; Title 5, California *Code of Regulations* [5 CCR] Section 3946; 2 CFR Section 200.313[d])

15.1 Capital expenditures for general or special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$5,000 or more have the prior written approval of the federal awarding agency or pass-through entity.

(2 CFR Section 200.439[b][1]-[2])

15.2 Unless otherwise provided, equipment purchased with Title I, Part A funds with a current per unit fair market value in excess of \$5,000 may be retained by the non-federal entity or sold with a certain percentage of the current market value or proceeds from sale going to the federal awarding agency pursuant to federal regulations (see 2 CFR Section 200.313[e][2]).

Equipment with a current per unit fair market value of \$5,000 or less may be retained, sold, or otherwise disposed of with no further obligation to the SEA (federal awarding agency). (2 CFR Section 200.313[e][1]-[4])

15.3 The LEA must conduct a physical inventory of the property and the results reconciled with the property records at least once every two years.

(2 CFR Section 200.313[d][2])

Evidence Requests

Approval of Capital Expenditures

Abbreviation: AprvlCptlExpnd

Description: For items with a unit cost of \$5,000 or more, the corresponding Capital Expenditures Request Form showing approval by the California Department of Education.

Item Instructions: CE 15: Provide the Title I Equipment and Capital Expenditures Request Form pertaining specifically to items purchased with Title I funds.

Related Items: CE 15, NorD 04, SSI 06

Equipment Inventory Records

Abbreviation: EqpmntInvntyRcrds

Description: Historical inventory list of all equipment purchased for \$500 or more per Education Department General Administrative Regulations (EDGAR)/EC requirements and a record of last physical check of items. If no purchases were made, indicate that in a comment.

2021–22 Compensatory Education Program Instrument

Item Instructions: CE 15: Evidence the physical check has occurred for equipment purchased with Title I, Part A funds. If applicable, include approval of the capital expenditure request and/or equipment disposal form.

Related Items: AE 02, AE 09, ELC 06, EXLP 08, EXLP 11, CTE 02, EL 06, HE 08, ME 06, CE 15, NorD 04, SSI 06

CE 16: Local Educational Agency Public Control of Funds: Private Schools Equitable Services

16.0 The control of funds used to provide services to eligible students in private schools, and title to materials, equipment, and property purchased with Title I, Part A; Title I, Part C; and Title III funds, shall be maintained in the LEA for the uses and purposes provided under sections 1117 and 8501 of the ESEA, as amended by the ESSA, and the LEA shall administer such funds, materials, equipment, and property.

(20 U.S.C. sections 6320[d][1], 7881[d][1])

16.1 Title I and Title III services to eligible students in private schools shall be provided by individuals, associations, agencies, organizations, or other entities that are independent of the private school and independent of any religious organization, and such employment or contract shall be under the control and supervision of the LEA.

(20 U.S.C. sections 6320[d][2][B], 7881[d][2][B])

Evidence Requests

Funding Allocations for Title I Private School Services

Abbreviation: FndngAlctnsTtlPrvtSchISrvcs

Description: Budget report showing funds for services to eligible private school students.

Item Instructions:

Related Items: CE 16

LEA Summary Budget and Expenditure Reports for Services to Private School Students

Abbreviation: LEASmryBdgtPvtSchIStdnts

Description: Reports identifying funds spent/to be spent on Title I, Part A; Title I, Part C; and Title III services to private school students sorted by site, object, and resource codes. Evidence of LEA review and approval of these expenditures.

2021–22 Compensatory Education Program Instrument

Item Instructions: CE 16: Record of PD or training materials intended to benefit the participating private school students.

Related Items: CE 16

Third Party Provider Contracts and Invoices, as Applicable

Abbreviation: ThrdPrtyPrvdCntrt

Description: Third party provider contracts and invoices for PD and Title I, Part A; Title I, Part C; and Title III services for eligible students in private schools, their teachers, and families.

Item Instructions:

Related Items: CE 16

CE 17: Compensatory Education Early Childhood Development

17.0 If the LEA uses Title I, Part A funds to provide early childhood education services to low-income children below the age of compulsory school attendance, the services shall comply with the established performance standards established under the Head Start Act.
(20 U.S.C. Section 6312[c][7], 42 U.S.C. Section 9836a[a])

Evidence Requests

Early Childhood Development Curriculum

Abbreviation: ECDvlpmntCrclm

Description: Evidence that the LEA's Title I funded early childhood development curriculum meets or aligns with Head Start program performance standards.

Item Instructions:

Related Items: CE 17

Early Childhood Development Lesson Plan Documentation

Abbreviation: ErlyChldhdDvlpLsnPln

Description: Documentation of LEA's Title I funded early childhood development lesson plans that meet or align with Head Start program performance standards.

Item Instructions:

Related Items: CE 17

2021–22 Compensatory Education Program Instrument

School Plan for Student Achievement (SPSA)

Abbreviation: SPSA

Description: Must include the school name, a budget with specific federal program information that aligns to the school's academic goals and key improvement strategies, and evidence of required approvals by SSC and local governing board. Reviewer will indicate which fiscal year to provide.

Item Instructions: CE 17: For a SWP only, provide a comment indicating page number and section in the SPSA that addresses the use of Title I, Part A funds to provide Early Childhood Education for children from low-income families.

Related Items: FM 01, FM 02, FM 03, FM 05, CE 05, CE 06, CE 10, CE 11, CE 17

IV. Standards, Assessment, and Accountability

CE 18: Local Educational Agency Posts School Accountability Report Card

18.0 The LEA shall annually issue and update a School Accountability Report Card (SARC) for each school in an understandable and uniform format that, to the extent practicable, shall be provided in a language that the parents can understand. The SARC shall contain all required elements, including the following:

(20 U.S.C. sections 6311[h][2][A], 6311[h][2][B], 6311[h][2][C]; *EC* sections 33126, 35256.)

- (a) Information that shows how the school's students' achievement on the statewide academic assessments compared to students served by the LEA and in the state as a whole. (20 U.S.C. Section 6311[h][2][C][ii])
- (b) Estimated expenditures per pupil and types of services funded. (*EC* Section 33126[b][3])
- (c) Contact information pertaining to organized opportunities for parental involvement. (*EC* Section 33126[b][14])
- (d) The total number of the school's fully credentialed teachers, the number of teachers relying upon emergency credentials, the number of teachers working without credentials, any assignment of teachers outside their subject areas of competence, misassignments, including misassignments of teachers of ELs, and the number of vacant teacher positions for the most recent three-year period. (*EC* Section 33126[b][5])

2021–22 Compensatory Education Program Instrument

18.1 An LEA shall publicize the SARC for each school, and notify parents or guardians of students that a hard copy will be provided upon request. An LEA that is connected to the internet shall make the information contained in the SARC accessible on the internet and make the information widely available through public means.

(20 U.S.C. Section 6311[h][2][B][iii]; *EC* sections 35256[c], 35258.)

Evidence Requests

SARC Hard Copy Availability Notification

Abbreviation: SARChrdCpyNtfctn

Description: Notification indicating that the SARC is available in hard copy. This notification is generally in your Parent Handbook.

Item Instructions: CE 18: Some form of notification, such as a newsletter or flyer sent home to parents, that a hard copy will be made available upon request at the school site.

Related Items: HE 11, CE 18

School Accountability Report Card (SARC)

Abbreviation: SARC

Description: The most recent SARC.

Item Instructions: CE 18: The most recent SARC for each reviewed school.

Related Items: PE 04, PE 05, SEI 11, HE 11, CE 18

CE 19: School Site Evaluation of Program Effectiveness

19.0 A school operating a SWP shall carry out the following requirements.
(20 U.S.C. Section 6314[b][3]; 34 CFR Section 200.26[c]; *EC* sections 64001[i], 64001[g][2][B], 64001[h])

(a) Annually review and regularly monitor the implementation of, and results achieved by, the program, using data from the state's annual assessments and other indicators of academic achievement.
(34 CFR Section 200.26[c][1], *EC* Section 64001[i])

(b) Determine whether the program has been effective in increasing the achievement of students in meeting the challenging state academic standards, particularly for those students who had been furthest from achieving the standards. (34 CFR Section 200.26[c][2])

2021–22 Compensatory Education Program Instrument

(c) Update and revise the plan, as necessary, based on the results of the annual review, to ensure continuous improvement of students in the program. (34 CFR Section 200.26[c][3], EC Section 64001[i])

19.1 Schools operating a TAS program shall review, on an ongoing basis, the progress of eligible students and revise the targeted assistance program, if necessary, to provide additional assistance to enable such students to meet the challenging state academic standards.
(20 U.S.C. Section 6315[b][2][G][iii])

Evidence Requests

Schoolsite Council Participates in Evaluation

Abbreviation: SSCPrtcptsEval

Description: For a school operating a SWP, SSC meeting minutes and attendance that demonstrate SSC participation in the annual review of the SPSA services.

Item Instructions: CE 19: Records (e.g., agendas, meeting minutes, attendance, etc.) of SSC's involvement in evaluating the effectiveness of Title I, Part A funded programs and services specified in the SPSA.

Related Items: CE 19

Site Title I Program Evaluation and Other Evidence

Abbreviation: StTtlIPrgrmEval

Description: Evaluation report and evidence used to determine which Title I program actions and strategies are improving student achievement. Identify Title I, Part A funded strategies and services that are improving student achievement or that need improvement. Note any modifications made to improve services.

Item Instructions: CE 19: For a SWP, include evaluation documents completed by the SSC. For a TAS, include progress monitoring and program revision documents.

Related Items: CE 19

V. Staffing and Professional Development

CE 20: Paraprofessional Requirements

20.0 LEAs shall ensure that all paraprofessionals working in Title I, Part A funded schools meet applicable state certification and licensure requirements. LEAs

2021–22 Compensatory Education Program Instrument

shall ensure that every paraprofessional who is supported by Title I funds and who assists in instruction has demonstrated at least one of the following requirements: (20 U.S.C. Section 6312[c][6]; *EC* Section 45330[c].)

- (a) Completion of at least two years of study at an institution of higher education. (*EC* Section 45330[c][1])
- (b) Possession of an associate’s degree or higher. (*EC* Section 45330[c][2])
- (c) Knowledge of, and ability to assist in, instructing reading, writing, and mathematics demonstrated through a local or state assessment, that is appropriate to the responsibilities to be assigned to the paraprofessional. (*EC* Section 45330[c][3])

20.1 A paraprofessional shall perform only duties that, in the judgment of the certificated personnel to whom the instructional aide is assigned, may be performed by a person not licensed as a classroom teacher. (*EC* Section 45330[b])

Evidence Requests

Non-Certificated Staff Authorizations

Abbreviation: NnCrtfctdStfAthrztns
Description: Provide a sortable spreadsheet of non-certificated staff including full names and qualifications.
Item Instructions: CE 20: List paraprofessionals in reviewed schools and how they meet professional standards as listed in section 20.0(a), (b), or (c) of the CE program instrument.
Related Items: SEI 09, CE 20

Staff Credentials

Abbreviation: StfCrdntls
Description: Provide a sortable spreadsheet of all certificated staff displaying credentials and full staff name including full middle name.
Item Instructions: CE 20: For each reviewed school, identify certificated teachers who supervise a paraprofessional funded with Title I.
Related Items: AE 04, PE 09, SEI 09, ME 11, CE 08, CE 20