



Georgia Department of Education
Pre-site Cross-Functional Monitoring Visit Documentation Upload
Best Practices

The following information is designed to assist users in a smooth pre-site Cross-Functional Monitoring visit documentation upload experience.

1. Review the requested documentation for each program being monitored by clicking on the link for the program upload found at <http://www.gadoe.org/School-Improvement/Federal-Programs/Pages/Title%20Programs%20Monitoring.aspx>:
 - a. Title I, Part A Disadvantaged Children
 - b. Title I, Part A Parental Involvement
 - c. Title I School Improvement 1003(a)
 - d. Title I, Part D Neglected & Delinquent
 - e. Title I, Part C Migrant
 - f. Title II, Part A Teacher Quality
 - g. Title III, Part A Language Instruction for LEP and Immigrant Students
 - h. Title X, Part C McKinney-Vento Education for Homeless Children and Youth
 - i. Title VI, Part B Rural Education Achievement Program
 - j. Race To The Top
 - k. School Improvement Grant (SIG) 1003(g)
2. Gather all documentation and prepare it for electronic submission.
 - a. Consider setting up individual folders for each program either on external storage (i.e., flash drive, jump drive, etc.) or on the user's computer's hard drive and placing all documents for upload in the appropriate folder.
 - b. Ensure that the files to be uploaded **do not contain** student-level, confidential or sensitive data will be submitted through the forms provided.
3. Go to the Title Programs Monitoring page of the Georgia Department of Education Web site (<http://www.gadoe.org/School-Improvement/Federal-Programs/Pages/Title%20Programs%20Monitoring.aspx>) and select the program link for document upload.

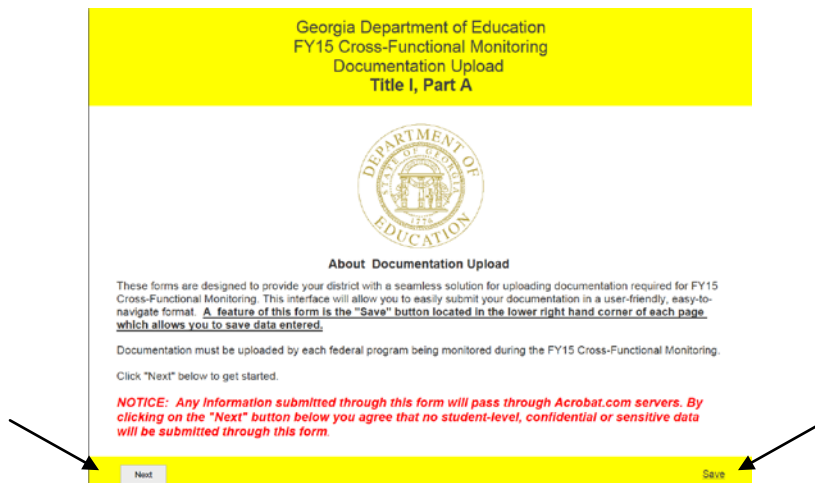


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Navigating the Form:

- The opening screen is shown in Screen Shot #1 below.
- Note the navigation icons at the bottom of the screen: Next/Prev/Submit to the left and Save to the right.

Screen Shot #1



4. Completing the Form:

- There are three sections to each form: the opening screen, the District Contact Information, and the individual program documentation section (i.e., Title I, Part A Documentation, Title I, Part D Documentation, Race To The Top Documentation, etc.)
- Often a screen will contain a question mark icon to the right of a text field on the form. The question mark icon provides additional information related to the data being requested for that field. To read the information provided through this icon, hover over the question mark.
- District Contact Information Section--Please note that the response for the user's work e-mail must be in the correct email format (i.e., jedavenp@doe.k12.ga.us).
- Individual Program Documentation Section (i.e., Title I, Part A Documentation, Title I, Part D Documentation, Race To The Top Documentation, etc.)--It is critical for the user to read the information provided by the program in this section. The information provided by the program provides the user with required submission timelines and other data pertinent to the program. This is particularly true for Title III, Part A Language Instruction for LEP and Immigrant Students where specific directions are provided for submitting student-level data are provided (see Screen Shot #2).
- All fields and attachments marked with an asterisk (*) are required except where otherwise noted.



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- f. Each field requiring an upload of documentation is followed by the Select File icon. Users may upload more than one file; however, each file must be uploaded individually.

Screen Shot #2

Title III, Part A Documentation

All fields and attachments below are required (*) except where otherwise noted.

NOTE: The following data roster Excel files must be submitted via flash drive to Kim Lacewell at ESOL & Title III Unit, Georgia Department of Education, Suite 1770 Twin Towers East, 205 Jesse Hill Jr. Drive, Atlanta, GA 30334 30 days prior to on-site monitoring visit. A sample Excel file is located at the Title III Monitoring link on the Title III and ESOL Web page of the Georgia Department of Education (<http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Curriculum-and-Instruction/Pages/ESOL-TitleIII-Monitoring.aspx>).

#1 Tab in Sample File--*List of private school EL and immigrant students and the number participating in Title III.*

#2 Tab in Sample File--*Completed EL Student Roster.*

#3 Tab in Sample File--*List of EL-M students, their year of monitoring, grade, school, homeroom teacher and the staff member responsible for progress monitoring.*

#4 Tab in Sample File--*ACCESS participation rate with list of students not tested on ACCESS and accompanying reason code for failure-to-test.*

#5 Tab in Sample File--*Completed EL Parent Interview roster.*

#6 Tab in Sample File--*List of qualifying immigrant students, their age, country of birth, date of entry in U.S. schools, primary language and their EL status.*

#7 Tab in Sample File--*Completed "School Staff List" (on-site visit only)*

Documents submitted must include samples from the 2013 - 2014 school year and the current school year to date.

Private School Consultation

List of all private schools located within the district's boundaries.*

←

Evidence that all private schools within the district boundaries were contacted regarding equitable participation under Title III of EL students, their teachers, or other educational personnel.*

←

Dated documentation from initial, and any subsequent, consultation with private schools regarding participating in Title III.

↗

or

Not Applicable ↖

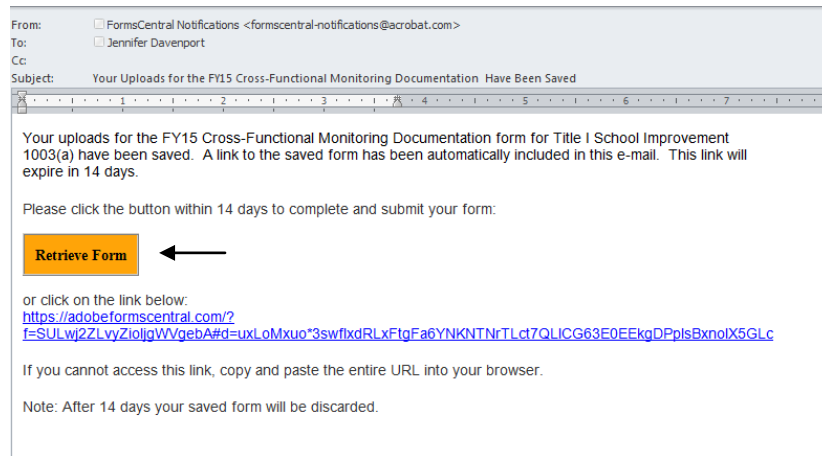
- g. Remember that the maximum cumulative attachment size is 20 MB for each form. If the file attachments exceed the 20 MB limit, an error message will appear. A file attachment for each required field will still have to be made. Simply create a short message in Word to attach for each remaining field that indicates the attachment for that field will come in a subsequent submission. Then submit.
- h. To submit the remaining documentation, go to the Title Programs Monitoring page of the Georgia Department of Education Web site (<http://www.gadoe.org/School-Improvement/Federal-Programs/Pages/Title%20Programs%20Monitoring.aspx>) and re-select the program link to continue the document upload. Again, a file attachment for each required field will still have to be made. This time create a short message in Word to attach for each field where documentation was submitted in the original submission that indicates the attachment for that field came in with the first submission. In the date field of the District Contact Information section, add #1 or A to the date to indicate a new submission (for example, 12.03.2014 #1, 12.03.2014 A, etc.).



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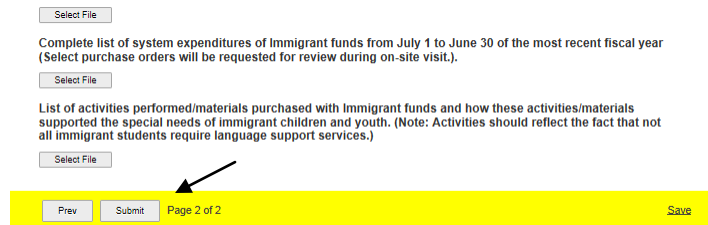
HINT: Save often. When saving work, an email (see Screen Shot #3) will be sent to the email address that was entered in the District Contact Information section of the form. In order to access the data that was saved, the user **MUST** retrieve the form through this email. Also note that each subsequent *save* of the form will allow the user to resend the email with the **Retrieve Form** link. **REMEMBER**, the data is saved for 14 days only. If the data is not submitted within this time period, the data will be discarded.

Screen Shot #3



5. Submitting the Form:
 - a. To submit the form, click on the Submit icon at the bottom left of the screen (see Screen Shot #4).

Screen Shot #4



6. Other:
 - a. Title III, Part A Language Instruction for LEP and Immigrant Students will be participating with the Cross-Functional Monitoring Team for the following districts: Dalton City, Towns County, and Dublin City. All other districts selected for monitoring will be monitored in the Spring. For a list of districts to be monitored in the Spring, please go to the Title III Monitoring Web page located on the Georgia Department of Education’s (Department) Web site at <http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Curriculum-and-Instruction/Pages/ESOL-TitleIII-Monitoring.aspx>.



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- b. If you have questions regarding the requested documentation for each program being monitored or regarding the timeline for submission of documentation for a program, please contact the program manager for the program. If you have questions and/or issues regarding the process of uploading documentation, please contact Jennifer Davenport, the Department's Title I, Part A Program Manager, by email at jedavenp@doe.k12.ga.us or by telephone at (404) 463-1955.