

Documentation

Title II, Part A

Needs Assessment and Planning

- Title II, Part A Needs Assessment Worksheet and/or documentation to support the data analysis provided in Section II of the LEA Equity Plan
- Meeting agendas and/or minutes, attendance rosters, and if applicable, surveys, indicating needs assessment and plan are done in collaboration with stakeholders



Documentation

Title II, Part A

Planning

- Literature (or hyperlink to literature) referencing the scientific base or providing evidence of program success for each professional learning activity
- Summary of professional learning data from FY14 to support the percentage of professional learning activities that were of high quality and the percentage of teachers who participated in at least one high quality professional learning activity



Documentation

Title II, Part A

Planning

- Summary data and analysis of data that indicates the effectiveness of major activities implemented in FY14 in addressing one or more LEA prioritized need



Documentation

Title II, Part A

Highly Qualified Teachers and Paraprofessionals

- Copy of FY15 HiQ System Report
- Copy of teaching certificate and schedule for teachers/paraprofessionals not entered into HiQ
- HOUSSE rubric and supporting documentation, if teacher is HiQ by HOUSSE
- Consultative records for Alternative School/GNETS teachers reported as using consultative model
- College transcripts, GACE test results, and/or HOUSSE rubrics verifying teachers in Charter Schools that waive certification requirements are HiQ



Documentation

Title II, Part A

Highly Qualified Teachers and Paraprofessionals

- Remediation plan for each non-HiQ teacher and paraprofessional **AND** any teacher who does not hold a clear renewable certificate (**Not including** teachers holding Induction Pathway 1, 2, or 3 certificates)
- Documentation indicating teacher or paraprofessional is making progress in meeting the requirements to be HiQ or obtain clear renewable certification
- Agendas and attendance rosters verifying LEA provides annual training on HiQ teacher and paraprofessional requirements to principals



Documentation

Title II, Part A

Highly Qualified Teachers and Paraprofessionals

- Copy of current payroll report for Title I, Part A
- Copy of Title I, Part A funded instructional paraprofessional's schedule indicating the highly qualified teacher(s) providing direct supervision
- Samples of guidance to principals and teachers in Title I, Part A school regarding duties and assignments of paraprofessionals



Documentation

Title II, Part A

Highly Qualified Teachers and Paraprofessionals

- List of class size reduction teachers funded by Title II, Part A and daily schedule of each indicating the core content courses and grades level(s) taught
- Copy of Georgia Teaching Certificate for any class size reduction teacher not reported in FY15 HiQ Report
- Copy of completed Title I, Part A and Title II, Part A Principal Attestations and Assurances form for each school



Documentation

Title II, Part A

Parent Notification

- Written procedures describing how LEA will notify parents of their right to request the professional qualifications of their child's teachers and paraprofessionals
- Copy of written notification to parents



Documentation

Title II, Part A

Parent Notification

- Written procedures describing how LEA will provide timely notification to parents when their child has been taught 20 or more consecutive days by a non-HiQ teacher (including substitute teachers)
- Copy of letters mailed to parents
 - Letters must be dated and signed by principal or designated LEA official
 - Evidence that letters were mailed (copy of address labels, class roster with notation of date letters mailed, one or more returned letter, postage meter receipt)



Documentation

Title II, Part A

Equity in Student Access to Effective Instruction

- Documentation verifying implementation of the equity action plan reported in Section XI of the FY15 Equity Plan



Documentation

Title II, Part A

Expenditure of Funds

- Copy of Semi-Annual Certification completed by/for all personnel fully funded by Title II, Part A or partially funded by Title II, Part A and whose total job is allowable under Title II, Part A for FY14 and FY15
- Copy of job description or fixed daily schedule for each job for which a semi-annual certification is completed



Documentation

Title II, Part A

Expenditure of Funds

- Copy of Personnel Activity Report completed by/for all personnel whose contracted/regular hours are partially funded by Title II, Part A and whose total job responsibilities are not allowable under Title II, Part A
- Copy of Personnel Activity Report completed by/for substitute teachers and personnel performing work supplemental to contracted/regular hours selected for review



Documentation

Title II, Part A

Expenditure of Funds

- Detailed expenditure report
- Supporting source documentation
 - Purchase orders
 - Invoices
 - Travel expense statements with agendas for professional learning activities attached
 - Contracts with consultants or agencies
 - Attendance rosters or other evidence of deliverables identified in contract



Documentation

Title II, Part A

Expenditure of Funds

- Policy or procedures for internal controls, including
 - Segregation of duties
 - Appropriate authorization of Title II, Part A expenditures
- Written procedures for draw down of funds
 - GAORS Forms DE147 for Title II, Part A with supporting accounting records



Documentation

Title II, Part A

Management of Equipment

- Purchase orders for purchases of equipment
- Inventory records of equipment
- Records/logs of physical inventories conducted
- Procedures for use of equipment purchased with Title II, Part A funds
- Documentation of authorized use of equipment purchased with Title II, Part A funds



Documentation

Title II, Part A

Private School Participation

- Copies of notice to private schools **within the geographic boundaries** of the district
- Copies of response letters or registered mail receipts from private schools
- Agenda and attendance roster of consultation meeting with private schools



Documentation

Title II, Part A

Private School Participation

- Agenda and attendance roster of meeting(s) where private schools participated in development of LEA professional learning plan OR
- Documentation of private school planning for professional learning
 - Needs Assessment
 - Plan
 - Scientific research base for activities
 - Budget



Title II, Part A Specialists

Carly Ambler	cambler@doe.k12.ga.us	Middle GA, Oconee, State Schools, Chattahoochee-Flint, DJJ, DOC
Sharon Brown	shbrown@doe.k12.ga.us	Metro, Griffin, West GA
Pam Daniels	pdaniels@doe.k12.ga.us	Northeast GA, Central Savannah, Pioneer
Greg Petersen	gpetersen@doe.k12.ga.us	Northwest GA, North GA, Charter LEAs
Terri Still	tstill@doe.k12.ga.us	Coastal Plains, Heart of Georgia, Okefenokee
Elizabeth Zipperer	ezipperer@doe.k12.ga.us	First District, Southwest



**Dr. John D. Barge, State School
Superintendent**

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www.gadoe.org