



# LOUISIANA DEPARTMENT OF EDUCATION

## 2015-2016 LA 4 and Title I, A Prekindergarten Programs Desk Review Monitoring Document

Name of LEA/LEA Charter: \_\_\_\_\_ LEA Superintendent/Director: \_\_\_\_\_  
 LA 4 Coordinator: \_\_\_\_\_ Title I, Part A Pre-K Coordinator: \_\_\_\_\_  
 Review Date: \_\_\_\_\_ Review Period: October 2015 Reviewer: \_\_\_\_\_

Verification items 1-2 pertain to LA 4 Programs only

Verification Items	Types of Documentation From the LEA (Documentation LDOE Will Review)	For use by LDOE Reviewer			
		Yes	No	N/A	Comments
<b>1. Student Eligibility</b>	<p><i>Note: Do NOT display SSNs or DOBs of children, and highlight LA 4 eligible students on all documentation.</i></p> <p>Documentation of student eligibility status for free/reduced meals which includes eligibility report form signed by the cafeteria manager for the month of October. Make sure the eligibility reports are run by class, labeled with the teacher's name, and include only students who are eligible for free/reduced meals and placed in LA 4 classrooms.</p> <p><b><i>For districts participating in the Community Eligibility Provision program, a printout of student eligibility status signed by the LA 4 coordinator needs to be provided.</i></b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>2. Child Attendance</b>	<p><i>Note: Do NOT display SS's or DOBs of children, and highlight LA 4 students on all child attendance documentation.</i></p> <p>LA 4 provider must show evidence that the number of LA 4 children the provider reported as attending class for 74% of school days in the selected month is accurate. Copies of teachers' roll books or other attendance records, and doctor's or parent's excuses for the month of October. Attendance records will be compared with the LA 4 monthly enrollment report for October. (See page 3 for the number of teachers' roll books to submit for each LEA.)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Verification items 3-4 pertain to both LA 4 and Title I Programs**

Verification Items	Types of Documentation From the LEA (Documentation LDOE Will Review)	For use by LDOE Reviewer			
		Yes	No	N/A	Comments
<b>3. Staffing Information</b>	<p><i>NOTE: Do NOT display confidential information such as SSNs or DOBs of teachers or paras.</i></p> <p>Updated copy of staffing report and current teacher certificates for new teachers and teachers whose certification has expired. Documentation of newly hired paraprofessional credentials, such as ParaPro test scores, CDA or AA certificate, or high school diploma.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>4. Evidence of vision and hearing screenings</b>	<p><i>NOTE: Do NOT send individual student reports.</i></p> <p>Listing of all school sites, number of students screened per site and dates when screenings were completed. Provide a school or district calendar indicating the date of the first full day of school for all PreK students, to be used in calculation of 90 calendar days.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Verification items 5 - 6 pertain to Title I, Part A Programs ONLY**

Verification Items	Types of Documentation From the LEA (Documentation LDOE Will Review)	For use by LDOE Reviewer			
		Yes	No	N/A	Comments
<b>5. Eligibility Policy</b>	<p><i>A copy of policy for determining student eligibility.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>6. Transition activities prior to Kindergarten entry</b>	<p><i>NOTE: Provide for 2 classes only</i></p> <p>Copies of documentation of completed transition activities from the previous school year.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Teacher Child Attendance Records Submissions**

LEA/ CHARTER SCHOOL	Number of Teachers to Submit Child Attendance Records
Acadia	3
Allen	2
Ascension	2
Assumption	4
Avoyelles	3
Bienville	3
Bossier	4
Caddo	6
Calcasieu	15
Caldwell	3
Cameron	3
Catahoula	1
Central Community Schools	4
City of Baker	2
City of Bogalusa	3
City of Monroe	3
Concordia	2
DeSoto	5
East Baton Rouge	15
East Feliciana	2
Evangeline	4
Iberia	6
Iberville	3
Jackson	3
Jefferson	15
Jefferson Davis	4
Lafayette	10
Lafourche	10
LaSalle	4
Lincoln	2
Livingston	7

LEA/ CHARTER SCHOOL	Number of Teachers to Submit Child Attendance Records
Madison	3
Morehouse	2
Natchitoches	4
Orleans	5
Ouachita	4
Plaquemines	2
Pointe Coupee	3
Rapides	6
Red River	3
Richland	3
Sabine	5
St. Bernard	6
St. Charles	2
St. Helena	4
St. James	4
St. John the Baptist	2
St. Landry	4
St. Martin	4
St. Mary	3
St. Tammany	15
Tangipahoa	6
Tensas	1
Terrebonne	10
Union	3
Vermilion	5
Vernon	6
Washington	4
Webster	3
West Baton Rouge	5
West Carroll	3
West Feliciana	2

LEA/ CHARTER SCHOOL	Number of Teachers to Submit Child Attendance Records
Winn	3
Zachary Community School District	4
Chitimacha Tribal School	1
Recovery School District	2
ACSA-Dwight D. Eisenhower Charter School	1
ACSA-Martin Behrman Charter School	2
ACSA-McDonogh #32 Charter	2
ACSA-William J. Fischer Charter School	2
Choice Foundation - Lafayette Academy	1
Choice Foundation - McDonogh #42 Charter School	3
Crescent City Schools - Paul Habans	2
Crescent City Schools - Harriett Tubman	2
Dryades YMCA - James M. Singleton Charter School	2
Com Ldrs Advoc Stud Success - Fannie C. Williams Charter School	2
FirstLine Schools – Phyllis Wheatley Community School	2
FirstLine Schools - Langston Hughes Academy Charter	2
Friends of King - Dr. MLK Charter School for Sci/Tech	2
Friends of King - Joseph A. Craig Charter School	2
Lycee Francais de la Nouvelle Orleans	2
Morris Jeff Community School	1
New Beginnings-Gentilly Terrace Elementary School	3
New Beginnings-Nelson Charter School	3
NOCP - Crocker College Prep	3
NOCP - Sylvanie Williams College Prep	4
ReNEW Schools - Batiste Cultural Arts Acc. at Live Oak ES	2
ReNEW Schools - Delores T. Aaron (Reed) ES	2
RENEW - Schaumburg Elementary	2
ReNEW - SciTech Academy at Laurel Elementary	2