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| **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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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** |
| **1. Student Eligibility**  | ***NOTE: Do NOT display SSNs or DOBs of children, and highlight LA 4 eligible students on all documentation.*** 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.***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.***  |[ ] [ ] [ ]   |
| **2. Child Attendance** | ***NOTE: Do NOT display SS’s or DOBs of children, and highlight LA 4 students on all child attendance documentation.*** 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.)  |[ ] [ ] [ ]   |
|  **Verification items 3-4 pertain to both LA 4 and Title I Programs.** |
| **3. Staffing**  **Information** | ***NOTE: Do NOT display confidential information such as SSNs or DOBs of teachers or paras*.** 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. |[ ] [ ] [ ]   |
| **4. Evidence of vision**  **and hearing**  **screenings**  | ***NOTE: Do NOT send individual student reports.***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.  |[ ] [ ] [ ]   |
| **Verification items 5 - 6 pertain to Title I, Part A Programs ONLY.** |
| **5. Eligibility Policy**  | A copy of policy for determining student eligibility. |[ ] [ ] [ ]   |
| **6. Transition**  **activities prior to**  **Kindergarten**  **entry** | Copies of documentation of completed transition activities from the previous school year. **(NOTE: Provide for 2 classes only.)** |[ ] [ ] [ ]   |

**Number of Teachers for Whom Child Attendance Records is Needed for Desk Reviews**

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| **LEA/****CHARTER SCHOOL**  | **Number of Teachers to Submit Child Attendance Records** |  | **LEA/****CHARTER SCHOOL**  | **Number of Teachers to Submit Child Attendance Records** |  | **LEA/****CHARTER SCHOOL**  | **Number of Teachers to Submit Child Attendance Records** |
| Acadia | 3 |  | Madison | 3 |  | Winn  | 3 |
| Allen | 2 |  | Morehouse | 2 |  | Zachary Community School District | 4 |
| Ascension | 2 |  | Natchitoches | 4 |  | Chitimacha Tribal School | 1 |
| Assumption | 4 |  | Orleans | 5 |  | Recovery School District | 2 |
| Avoyelles | 3 |  | Ouachita | 4 |  | ACSA-Dwight D. Eisenhower Charter School | 1 |
| Bienville | 3 |  | Plaquemines | 2 |  | ACSA-Martin Behrman Charter School | 2 |
| Bossier | 4 |  | Pointe Coupee | 3 |  | ACSA-McDonogh #32 Charter | 2 |
| Caddo | 6 |  | Rapides | 6 |  | ACSA-William J. Fischer Charter School | 2 |
| Calcasieu | 15 |  | Red River | 3 |  | Choice Foundation - Lafayette Academy  | 1 |
| Caldwell | 3 |  | Richland | 3 |  | Choice Foundation - McDonogh #42 Charter School | 3 |
| Cameron | 3 |  | Sabine | 5 |  | Crescent City Schools - Paul Habans  | 2 |
| Catahoula | 1 |  | St. Bernard | 6 |  | Crescent City Schools - Harriett Tubman | 2 |
| Central Community Schools | 4 |  | St. Charles | 2 |  | Dryades YMCA - James M. Singleton Charter School | 2 |
| City of Baker | 2 |  | St. Helena | 4 |  | Com Ldrs Advoc Stud Success - Fannie C. Williams Charter School | 2 |
| City of Bogalusa | 3 |  | St. James | 4 |  | FirstLine Schools - John Dibert Community School | 3 |
| City of Monroe  | 3 |  | St. John the Baptist | 2 |  | FirstLine Schools - Langston Hughes Academy Charter | 2 |
| Concordia  | 2 |  | St. Landry | 4 |  | Friends of King - Dr. MLK Charter School for Sci/Tech | 2 |
| DeSoto | 5 |  | St. Martin | 4 |  | Friends of King - Joseph A. Craig Charter School | 2 |
| East Baton Rouge | 15 |  | St. Mary | 3 |  | Lycee Francais de la Nouvelle Orleans | 2 |
| East Feliciana | 2 |  | St. Tammany | 15 |  | Morris Jeff Community School | 1 |
| Evangeline | 4 |  | Tangipahoa  | 6 |  | New Beginnings-Gentilly Terrace Elementary School | 3 |
| Iberia | 6 |  | Tensas | 1 |  | New Beginnings-Nelson Charter School | 3 |
| Iberville | 3 |  | Terrebonne | 10 |  | NOCP - Crocker College Prep  | 3 |
| Jackson | 3 |  | Union | 3 |  | NOCP - Sylvanie Williams College Prep | 4 |
| Jefferson | 15 |  | Vermilion | 5 |  | ReNEW Schools - Batiste Cultural Arts Acd. at Live Oak ES | 2 |
| Jefferson Davis | 4 |  | Vernon  | 6 |  | ReNEW Schools - Delores T. Aaron (Reed) ES | 2 |
| Lafayette | 10 |  | Washington | 4 |  | RENEW - Schaumburg Elementary | 2 |
| Lafourche | 10 |  | Webster | 3 |  | ReNEW - SciTech Academy at Laurel Elementary | 2 |
| LaSalle | 4 |  | West Baton Rouge  | 5 |  |  |  |
| Lincoln | 2 |  | West Carroll | 3 |  |  |  |
| Livingston | 7 |  | West Feliciana | 2 |  |  |  |