

## **Cycle 4 Monitoring - How to be Prepared for your Virtual Visit**

**Welcome to Cycle Four Monitoring!** – where **YOU** get to highlight the important work you are doing for students using funds afforded through the consolidated application. At your virtual visit, **YOU** and your team will walk us through a presentation that responds to the questions outlined in the monitoring tool; it is important that **YOU** come prepared.

From **YOUR** presentation, the monitoring team will be able to:

- Understand the full picture of your programs
- Have a clear understanding of how you use data to evaluate your programs
- Know how your programs improve student achievement
- Be able to document your responses to the monitoring tool
- Be able, through the presentation, to see supporting documents and evidence

You are the leaders of this meeting. We want to get to know your programs, your leadership, and your decision making to improve the equity, access, and achievement for your students. We look forward to meeting with you!

### **Preparation Checklist**

**(Consider including the following in your presentation.)**

#### **Title I**

- Data/information/resources used to identify primary needs
- Sample of goals/outcomes addressing primary needs
- Data/evidence tracking measurable progress addressing primary needs
- Comprehensive Needs Assessment (CNA) development process
  - Evidence of communication with stakeholders completing the CNA
  - Evidence of Action Steps that address identified needs from the Integrated Action Plan (IAP)
- Expenditures from Set-Asides in budget
- Examples of LEA monitoring school(s) to ensure implementation of Title I program(s)
  - Impact on student achievement
- Examples of LEA monitoring school(s) Action Steps of the IAP
  - Impact on student achievement

**If applicable:**

#### **Title II**

- Evidence documenting success of Title II-A expenditures
  - Professional development impact on improving practice
  - Impact on student achievement

#### **Title IV**

- Documentation of evaluation of objectives/intended outcomes for Title IV expenditures
  - Impact on student achievement
  - Impact on student access and opportunity
  - Professional development (if any) impact on improving practice
- Documentation of which Title IV categories were activated by LEA
  - Well-Rounded Education
  - Safe & Healthy Students
  - Effective Use of Technology

Thank you for your work and dedication to this process. We look forward to learning more about your programs!

*- Educator & School Excellence Unit*