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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| LEA: | | Date of Visit: | | | | | | | |
| Address: | | County: | | | | CTDS: | | | |
| Ombudsman/Designee: | | | | | | | | | |
| Additional Members of ADE Team: | | | | | | | | | |
| **LEA Staff Introductions (Staff members in attendance)** | | | | | | | | | |
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| **Private School:** | | | **Principal:** | | | | | **In/Out** | **P/NP** |
| **1.** | | |  | | | | |  |  |
| **2.** | | |  | | | | |  |  |
| **3.** | | |  | | | | |  |  |
| **4.** | | |  | | | | |  |  |
| **5.** | | |  | | | | |  |  |
| **6.** | | |  | | | | |  |  |
| **Fiscal Summary** | | | | | | | | | |
| **Title I: A Proportionate Share:**  **Carryover Requested:** ☐ Yes     ☐ No | **Set Asides** | | | | | | | | |
| 3a Administrative Costs | | | | $ | | | | |
| 3b Indirect Costs | | | | $ | | | | |
| **Title II-A Proportionate Share:**  **Carryover Requested:** ☐ Yes     ☐ No | **Title IV-A Proportionate Share:**  **Carryover Requested:** ☐ Yes     ☐ No | | | | | | | | |
| Did the LEA transfer any funds to another funding source?  ☐ Yes     ☐ No  If yes, how was the determination made to transfer funds?  How was each private school involved in the transfer of funding decisions? | | | | Title II-A | | | ☐ Yes     ☐ No | | |
| Title IV-A | | | ☐ Yes     ☐ No | | |
| When did consultation occur to discuss transfer decision?  Date: | | | | | |

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| 1. **Ongoing Consultation** |
| Provide evidence that the LEA engaged in timely, meaningful, and ongoing consultation with appropriate private school officials with the goal of reaching agreement about the use of funds and provided the equitable calculation of the private schools’ proportionate share for Title I-A, Title II-A, and Title IV-A as applicable. |
| Provide evidence that illustrates public school teachers and paraprofessionals who work in private schools and are being paid with TI-A proportionate share funds meet state certification. |

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| **B. Allocating Funds for Equitable Services** |
| Please provide evidence that funds allocated for private school services are obligated in the  fiscal year for which the funds are received by the LEA (Budget summary, vendor quotes and or invoices/receipts). |
| Please provide evidence that the public-school district retains control and administration of  program funds at all times. Upload district procurement process policy. |
| How did the LEA ensure all required stakeholders at the private schools were involved in the understanding of procurement, travel policies, time and effort, inventory process, and quarterly budget reports? |
| Upload contracts where third-party vendors provided services to private schools for TI-A, TII-A, and/ or TIV-A as applicable for your LEA. |
| [Fiscal Monitoring](https://adecloud-my.sharepoint.com/:x:/r/personal/nichole_enriquez_azed_gov/_layouts/15/Doc.aspx?sourcedoc=%7BBD7CB92F-FB7F-40E9-846C-F69A2DED4B91%7D&file=Fiscal%20Monitoring%20(3).xlsx&action=default&mobileredirect=true) - Spreadsheet to display Private School budgets, expenditures and remaining funds for TI-A, TII-A, and/ or TIV-A as applicable for your LEA. |

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| 1. **Delivery of Equitable Services** |
| Provide fiscal evidence (ex: receipts, POs, etc.) of the expenditures for the following for Title I-A, Title II-A, and Title IV-A as applicable:  Administrative Activities:  Indirect Cost:  Family and Community Engagement  Professional Development:  Instructional Services: |