**Title I, Part A Compliance – Schoolwide Program Design & System Recommendations**

Every charter school in Washington State is its own LEA. Each school will need to maintain and track all the required evidence at the building level. OSPI has created several useful guides and resources to assist the planning process and program design which can be accessed on their [website](http://www.k12.wa.us/TitleI/default.aspx). The recommendations in this document were developed based on OSPI’s 2017-18 Title I, Part A Consolidated Program Review checklist which can be [found here](https://wacharters.box.com/s/om4a3lq7p8xwu91k21fgwr8pkqrx6x3i).

**Allocations:** Recommended Lead – Director of Finance

* Maintain a detailed Title I, Part A expenditure report.
	+ **Recommended Action:** Be sure that your detailed expenditure report is separated by category for each of the required set-asides.
	+ **Recommended Action:** Maintain a brief narrative that indicates the process the LEA uses for charging expenditures in the schoolwide program.

**Schoolwide Plan:** Recommended Lead – School Leader

* Dated copy of the schoolwide plan that includes the four required components.
	+ **Recommended Action:** Review the Title I, Part A & LAP Program Guide [found here](http://www.k12.wa.us/TitleI/pubdocs/LAPTitleIGuide17-18.pdf).
	+ **Recommended Action:** Use the OSPI created template to complete your plan. The template with directions can be [found here](https://wacharters.box.com/s/cem6cpowbabde2xliwp7eimoid1fl851).
	+ **Suggested Timeline:** Update your comprehensive needs assessment (Component 1) by October 31. Update your Schoolwide Plan by November 30.

**Communication:** Recommended Lead – Parent and Family Engagement Coordinator

* Dated Copy of notification to parents that they may request information regarding the professional qualifications of their student’s teachers (must be sent to parents/families at the beginning of the school year).
	+ **Recommended action:** Send the citizen compliant complaint handouts developed by OSPI which can be [found here](http://www.k12.wa.us/TitleI/CitizenComplaint.aspx) to parents/families. Once sent, document the date.
	+ **Recommended action:** Link the handouts and the “[Ask a Question about the Citizen Complaint Process](http://www.k12.wa.us/TitleI/ContactUs.aspx)” to your website to be easily accessed by parents, family and the community.
* Evidence of how annual LEA report card information is disseminated and explained to families and the larger community.
	+ **Recommended Action:** Send a copy and explanation of your school’s report card to parents and families. Individual report card information can be [found here.](http://reportcard.ospi.k12.wa.us/summary.aspx?groupLevel=District&schoolId=1&reportLevel=State&yrs=2016-17&year=2016-17)
	+ **Recommended Action:** Link your school’s report card with an explanation how to use the OSPI tool to your website.
* Review the “[What LEAs Must Send Out and When](https://wacharters.box.com/s/p7uus5v6izsw5uol9d7lrnhbwmcv3dj1)” document found here.

**Parent and Family Engagement:** Recommended Lead – Parent and Family Engagement Coordinator

* Dated copy of the current LEA parent and family engagement policy with the ESSA language.
	+ **Recommended Action:** WSSDA is working on an update. In the interim, schools in consultation with parents can adopt OSPI’s sample policy which can be [found here.](https://wacharters.box.com/s/yjguuh9pof29omvq3dprnq1oihc0y592) The policy must be dated.
	+ **Recommended Action:** Once completed and adopted, send a copy home to parents and families and document the date.
* Dated copy of parent notification inviting them to participate in the development of the PFE policy.
	+ **Recommended Action:** *This can be coupled with the notice inviting parents to the annual Title I, Part A meeting.*
* Dated copy of parent and family engagement school level policy (plan).
	+ **Recommended Action:** Review the sample school policy template which can be [found here](https://wacharters.box.com/s/zdayb03j8zrlzb2sqeib7jwzc7w7nrjf). Modify it in collaboration with your school’s parents and families to meet the specific needs at your school.
	+ **Recommended Action:** Once completed and adopted, send a copy home to parents and families and document the date.
* Schedule your annual Title I, Part A parent meeting to inform them of their rights.
	+ **Recommended Action:** Send dated meeting notification to parents inviting them to participate. Save dated agendas and sign-in sheets. Sample notices and notices can be [found here](http://www.k12.wa.us/TitleI/ParentFamilyEngagement/SchoolMeeting.aspx) in multiple languages. OSPI also created a sample PowerPoint that can be accessed on the same page.
* Send home timely information regarding assessments, curriculum and achievement levels.
* Dated copy of a current school-parent compact with signatures.
	+ **Recommended Action:** Be able to describe how the school uses compacts to build and develop a partnership to help students achieve and ensure the regular two-way communication between family and school staff in language that is accessible to families.
* Review the “[What LEAs Must Send Out and When](https://wacharters.box.com/s/p7uus5v6izsw5uol9d7lrnhbwmcv3dj1)” document found here.

**Capacity Building:** Recommended Lead – School Leader

* List of PFE strategies the LEA uses to assist principals in building capacity.
	+ **Recommended Action:** Review your Title I, Part A application to ensure that the strategies listed on your application (FP 201) are aligned to the strategies being implemented.
* List of PFE strategies the school uses to build staff capacity to engage with parents.
	+ **Recommended Action:** Review your Title I, Part A application to ensure that the strategies listed on your application (FP 201) are aligned to the strategies being implemented.
* List of PFE strategies the school uses to build parents skills to engage in their child’s education.
	+ **Recommended Action:** Review your Title I, Part A application to ensure that the strategies listed on your application (FP 201) are aligned to the strategies being implemented.

**Evaluation:** Recommended Lead – School Leader

* Dated copy of most current annual schoolwide evaluation.
	+ **Recommended Action:** Ensure that the evaluation includes the name of the school, the date of the evaluation, the process to conduct the evaluation, review of the strategies/best practices that impacted student achievement, evaluation data that supports the effectiveness of the program in increasing student achievement and changes to the program based on the evaluation.