**SDE Review Process**

**Definition and Purpose of Monitoring**

Monitoring is the regular and systematic examination of an LEA’s administration and implementation of the Federal education grant, contract, or cooperative agreement administered by United States Department of Education (ED) through the Alabama Department of Education (SDE). Monitoring assesses the extent to which States provide leadership and guidance for local education agencies (LEAs) and schools in implementing policies and procedures that comply statutes and regulations. ED requires the SDE to monitor LEA implementation of Federal education grants.

**LEA Self-Assessment**

The LEA will complete an annual self-assessment. The Self-Assessment will serve as a catalyst for LEA program review and provide the opportunity for the LEA to request specific technical assistance from the SDE. The SDE will compile identified needs for the purpose of planning local, regional, and state training sessions to address identified needs.

**SDE Desk Reviews**

The SDE Desk Review will examine evidence that demonstrates the LEA focuses federal funds on programs, services, materials, and other support to ensure that all students particularly those who are among the targeted subgroups - economically disadvantaged, major racial/ethnic groups, English Learners, migrant, students with disabilities - reach proficient and advanced levels on the state’s assessments.

 -Evidence will be gathered through the approval process for eGAP applications.

 -LEA Expenditure Reports and eGAP budgets will be reviewed to ensure that the LEA systematically coordinates the use of the separate sources of federal funds with state and local funds and to verify funds were spent according to approved budgets and to supplement and not supplant state and local funds

**Onsite Reviews**

School districts will be scheduled for an onsite review based on a combination of a five-year cycle and risk assessment. The Federal Programs Section of the Alabama State Department of Education On-Site Compliance Review Manual and *eProve* will be used to document review findings.

 -Each local education agency is encouraged to contact your regional specialist for assistance in preparing for an onsite review