**Federal Programs Comprehensive Monitoring Visit Protocol**

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| **Pre-Monitoring Activities** | **Onsite Visit** | **Post-Visit/Corrective Action Support** |
| Technical Assistance* On Site per request by LEA 2-3

 months before scheduled  monitoring visitDocument Request Email* Budget Analysis Report by Cost Center (YTD)
* List of New Hire Teachers
* Gross Employee Salary Report by Cost Center- Current Year
* Teachers paid with Federal Funds-Class Size Reduction or Additional
* List of all instructional paraprofessionals in Title I schools
* LEA Planning Template
* List of schools with high EL populations and number of EL students

Desk Review* Review Documentation submitted in eProve
 | * Entrance Conference
* School Visits
* Parent Interviews
* Program Coordinator Interviews
* Exit Conference with Federal Programs Coordinator and other staff as desired by the district

Note: The onsite visit may last from 1-3 days depending on evidence revealed through the desk review, interviews, school visits and whether the district has submitted all requested information in a timely manner. | * If “No findings”, then monitoring visit process is completed for the Federal Programs Section
* If there are “findings”, then Program Coordinator is guided through the Corrective Action Process by the Monitoring Team Leader

1. Findings, follow actions and timeline explained on site2. Technical Assistance related to follow up actions or documents required to clear the findings explained with timeline for submission in eProve as requested or needed by District3. Monitoring Team Leader  directs/reviews/ approves  documentation submitted in  eProve or via email* Compliance Monitoring Coordinator closes the monitoring process once all documentation from all participating sections has been submitted and cleared
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