

**North Dakota Department of Public Instruction**  
Dr. Wayne G. Sanstead, State Superintendent  
600 E. Boulevard Ave., Dept. 201  
Bismarck, ND 58505-0440

# **Title I**

# **Self-Monitoring Guide for**

# **ND Preschool Programs**



## **Title I – Helping Disadvantaged Children Meet High Standards**

The purpose of this document is...

- To assist LEA's in implementing a self-monitoring for Title I preschool programs, as a means of ensuring that the federal Title program is operating in compliance with the law and regulations.
- To ensure that programs are being carried out in an effective manner.
- To serve as a means of preparing for external reviews by local, state, or federal auditors and monitors.

April 2010

# Title I Preschool Self-Monitoring Guide

## Cover Page

Please complete the following information (please print or type)

### Contact Information

School District	
School	
Title I Authorized Representative	
Telephone Number	Email Address

### Preschool Teacher/Liaison Contact Information

Name	
Title	
Telephone Number	Email Address

The following items must be included with your self-monitoring submission:

- Self-Monitoring Guide – Preschool Programs – Cover Page**
  
- Title I Issues – (Submissions #1 – #15)**

### Please note:

- *This self-monitoring document should reflect submissions on both Regular Title I and Title I American Recovery and Reinvestment Act (Stimulus/ARRA) funds used to support preschool programming at the school.*
- One monitoring document should be completed for each program. Each Title I preschool teacher is to complete this document for each preschool program. Each Title I preschool teacher should sign the monitoring document.

# Title I Preschool Self-Monitoring Guide

## 1) ***Fiscal***

- Please summarize how Title I funds are being used to fund the Title I Preschool Program. Label as **Submission #1**.
- I can assure that Title I funds are only spent on Title I allowable expenditures in a Title I Preschool Program. Please submit the business manager's summary report outlining Title I budget amounts and detailed expenditures for each line item. This report must represent budgeting for the current school year. Label as **Submission #2**.

## 2) ***Time Documentation and Assurance***

- I can assure that all Title I preschool personnel (teachers, aides/paraprofessionals, etc.) have their time and daily duties in Title I documented (in print) either through a fixed schedule or time and effort log. If they are paid from more than one source, they have a time documentation log detailing the dates and hours worked/activities performed during each school day. (Please submit a copy of fixed schedules and/or time logs for all preschool personnel paid with Title I funds and label as **Submission #3**.)
- I can assure that all Title I personnel have signed assurances documenting their time spent in Title I. (Please submit a copy of signed assurances for all personnel paid with Title I funds and label as **Submission #4**.)

## 3) ***Student Selection Process (Targeted Assistance Schools Only)***

### *Student Selection Criteria*

- I can assure that the criteria for eligibility for Title I Preschool services is objective, education-related, and uniformly applied. Please submit a list of the student selection criteria used to select students eligible for preschool programming and label as **Submission #5**.

### *Student Selection Worksheet*

- I can assure that there is a student selection worksheet used to compare and document student data for the selection of who will receive services. The students are ranked in priority order, according to greatest need for services. Please submit blank student selection worksheets and label as **Submission #6**.

## 4) ***Eligible Students (Targeted Assistance Schools Only)***

- I can assure that after we have determined which students are eligible for Title I preschool services, we inform the parents that their children are eligible and will be served unless they decline services. Please submit documentation and label as **Submission #7**.

**5) Head Start Collaboration (Complete only if partnering with Head Start)**

- Districts collaborating with Head Start can either: (Check which option you've chosen)
  - Option 1: Hire staff to work in a Head Start program
  - Option 2: Purchase slots at a Head Start Program.
- I can assure the district has identified a Preschool Liaison in the school district. This Liaison is responsible to ensure compliance with all of the Title I regulations are addressed in the Preschool Program. Please identify the Preschool Liaison and submit a job description for the liaison and label as **Submission #8**.
- For districts selecting option 2:** I can assure there is a contract on file between the district and Head Start. Please submit a copy of the contract and label as **Submission #9**.

**6) Parental Involvement**

Parent Involvement Policy

- The Title I Parent Involvement Policy in the district must encompass the Title I Preschool Program. Please submit your updated Parent Involvement Policy that includes the Title I Preschool Program and label as **Submission #10**.

The Annual Parent Meeting

- I can assure there was an Annual Parent Meeting informing parents about the Title I preschool program, how their child will be assessed, and that they have the right to be involved in the program. This should be documented with minutes or an agenda. Please submit documentation and label as **Submission #11**.  
Date of meeting: \_\_\_\_\_.

Opportunities for Training Parents

- I can assure that information about methods parents can use at home to complement the child's instruction is given. Please submit documentation of all opportunities to train parents during this school year and label as **Submission #12**.

Annual Assessment of Parental Involvement

- I can assure that at the end of each school year, parents have the opportunity to assess the Title I parental involvement component of the Preschool Program. Please submit documentation and label as **Submission #13**.

**7) Reviewing Student Progress**

- I can assure that we provide reports to parents on individual student progress in the Title I Preschool Program to determine developmental growth. Please submit a copy of a report that is given to parents and label as **Submission #14**.

**8) The Annual Review Meeting**

- I can assure that the Title I Preschool Program is reviewed at the Title I Annual Review meeting that is documented with an agenda and minutes. Please submit a copy of the agenda and/or minutes and label as **Submission #15**.

Title I Authorized Representative  
Signature

Date