

**LEA Application Review Checklist  
2008-2009**

<input type="checkbox"/> District is NOT required to offer NCLB school choice (No SINI 1+) <input type="checkbox"/> DOE 100A COMPLETED <input type="checkbox"/> DOE 101 COMPLETED	Program Specialist: E-mail: Phone: Date of Review:
---	---

**A. NCLB Public School Choice Options Funded by Title I Funds**

Section/Component Minimum Content Requirements	Yes	No	Comments
Fill in the amounts that LEA will use to provide NCLB Public School Choice Options for: <div style="border: 1px solid black; background-color: #f0f0f0; padding: 5px; margin-bottom: 5px;">             A) Required Amount for CWT (5%): \$              B) District Input: \$              C) Required Amount for SES (5%): \$              D) District Input: \$              E) 20% set-aside for NCLB public school choice: \$           </div> If (B) is less than (A = 5%), provide an explanation <div style="border: 1px solid black; background-color: #f0f0f0; height: 20px; margin-bottom: 5px;"></div> If (D) is less than (C = 5%), provide an explanation <div style="border: 1px solid black; background-color: #f0f0f0; height: 20px; margin-bottom: 5px;"></div> If total for (B) + (D) is less than (E = 20%), provide an explanation <div style="border: 1px solid black; background-color: #f0f0f0; height: 20px;"></div>			
<b>Adequate</b>	<input type="checkbox"/>	<input type="checkbox"/>	

**B. NCLB Public School Choice Options Funded by Non-Title I Funds**

<p style="text-align: center;"><b>Section/Component Minimum Content Requirements</b></p>	<p style="text-align: center;"><b>Yes</b></p>	<p style="text-align: center;"><b>No</b></p>	<p style="text-align: center;"><b>Comments</b></p>
<p>Fill in the amounts that LEA will use to provide NCLB Public School Choice Options for:</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>F) District Input for CWT: \$</p> <p style="padding-left: 20px;">Funding Source:</p> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>G) District Input for SES: \$</p> <p style="padding-left: 20px;">Funding Source:</p> </div> <p>Total Amount Used for CWT/SES: \$</p> <p>If (F) is less than (A = 5%), provide an explanation with a detailed narrative of use of funds (including object codes):</p> <div style="border: 1px solid black; height: 20px; margin-bottom: 10px;"></div> <p>If (G) is less than (C = 5%), provide an explanation with a detailed narrative of use of funds (including object codes):</p> <div style="border: 1px solid black; height: 20px; margin-bottom: 10px;"></div> <p>If total for (F) + (G) is less than (E = 20%), provide an explanation</p> <div style="border: 1px solid black; height: 20px;"></div>			
<p><b>Adequate</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	

**C. Notification to Parents regarding NCLB Public School Choice Options**

Section/Component Minimum Content Requirements	Yes	No	Comments
<b>Documents provided for application regarding parent notification for Early Parent Notification of NCLB School Choice Options:</b>			
a) 2008-2009 Pre-AYP Parent Notification Letter for Early-Identified Schools	<input type="checkbox"/>	<input type="checkbox"/>	
b) 2008-2009 Post-AYP Parent Notification Letter for Early-Identified Schools	<input type="checkbox"/>	<input type="checkbox"/>	
c) 2008-2009 Post-AYP Parent Notification Letter for all Other Schools	<input type="checkbox"/>	<input type="checkbox"/>	
d) 2008-2009 Choice Enrollment Form	<input type="checkbox"/>	<input type="checkbox"/>	
e) 2009-2010 Pre-AYP Parent Notification Letter for Early-Identified Schools (required if Early Parent Notification for 2009-2010)	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Required components related to choice parent notification letter for Early Parent Notification Documents regarding NCLB School Choice Options:</b>			
<b>a) 2008-2009 Pre-AYP Parent Notification Letter for Early-Identified Schools</b>			
School's 2006-2007 AYP results and what the identification means	<input type="checkbox"/>	<input type="checkbox"/>	
Option to participate in NCLB school choice by transferring to another public school through choice with transportation (CWT)	<input type="checkbox"/>	<input type="checkbox"/>	
List of eligible receiver schools (more than one school)	<input type="checkbox"/>	<input type="checkbox"/>	

Academic achievement of each potential receiver school	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Required components related to choice parent notification letter for Early Parent Notification Documents regarding NCLB School Choice Options:</b>			
<b>b) 2008-2009 Post-AYP Parent Notification Letter for Early-Identified Schools</b>			
School's 2007-2008 AYP results and what the identification means	<input type="checkbox"/>	<input type="checkbox"/>	
Reason(s) for school's identification	<input type="checkbox"/>	<input type="checkbox"/>	
How the school compares in terms of academic achievement to other public schools in the district	<input type="checkbox"/>	<input type="checkbox"/>	
What the school and district will do to address the academic problem(s)	<input type="checkbox"/>	<input type="checkbox"/>	
How parents can help address the academic problem(s)	<input type="checkbox"/>	<input type="checkbox"/>	
Options for NCLB Public School Choice Options, including supplemental educational services and reference that parents were given the option to transfer to another public school earlier in the year, as applicable	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Required components related to choice parent notification letter for Early Parent Notification Documents regarding NCLB School Choice Options:</b>			
<b>c) 2008-2009 Post-AYP Parent Notification Letter for all Other Schools</b>			
School's 2007-2008 AYP results and what the identification means	<input type="checkbox"/>	<input type="checkbox"/>	
Reason(s) for school's identification	<input type="checkbox"/>	<input type="checkbox"/>	
List of eligible receiver schools (more than one school)	<input type="checkbox"/>	<input type="checkbox"/>	
How the school compares in terms of academic achievement to other public schools in the district	<input type="checkbox"/>	<input type="checkbox"/>	

Academic achievement of each potential receiver school	<input type="checkbox"/>	<input type="checkbox"/>	
What the school and district will do to address the academic problem(s)	<input type="checkbox"/>	<input type="checkbox"/>	
How parents can help address the academic problem(s)	<input type="checkbox"/>	<input type="checkbox"/>	
Options for NCLB Public School Choice Options, including transferring to another public school and supplemental educational services, as applicable	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Required components related to choice parent notification letter for Early Parent Notification Documents regarding NCLB School Choice Options:</b>			
<b>e) 2009-2010 Pre-AYP Parent Notification Letter for Early-Identified Schools (required if Early Parent Notification for 2009-2010)</b>			
School's 2007-2008 AYP results and what the identification means	<input type="checkbox"/>	<input type="checkbox"/>	
Options for to participate in NCLB school choice by transferring to another public school through choice with transportation (CWT)	<input type="checkbox"/>	<input type="checkbox"/>	
List of eligible receiver schools (more than one school)	<input type="checkbox"/>	<input type="checkbox"/>	
Academic achievement of each potential receiver school	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Application regarding parent notification for Early Parent Notification of NCLB School Choice Options for 2008-2009 and 2009-2010:</b>			
Specific process that the LEA will use to notify parents at an appropriate and reasonable time of their options pursuant to NCLB Public School Choice Options (Parent must be notified no later than the first day of the school year.)	<input type="checkbox"/>	<input type="checkbox"/>	
Clear description of the process and procedure established to enable parents to communicate choice (at least two weeks)	<input type="checkbox"/>	<input type="checkbox"/>	

Clear description of the process and procedure established to prioritize services if demand exceeds funds	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Documents provided for application regarding parent notification for Regular Post-AYP Parent Notification of NCLB School Choice Options for 2008-2009:</b>			
a) 2008-2009 Post-AYP Parent Notification Letter	<input type="checkbox"/>	<input type="checkbox"/>	
b) 2008-2009 Choice Enrollment Form	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Required components related to choice parent notification letter for 2008-2009 Post-AYP Parent Notification Documents Regarding NCLB School Choice Options:</b>			
<b>a) 2008-2009 Post-AYP Parent Notification Letter</b>			
School's 2007-2008 AYP results and what the identification means	<input type="checkbox"/>	<input type="checkbox"/>	
Reason(s) for school's identification	<input type="checkbox"/>	<input type="checkbox"/>	
How the school compares in terms of academic achievement to other public schools in the district	<input type="checkbox"/>	<input type="checkbox"/>	
What the school and district will do to address the academic problem(s)	<input type="checkbox"/>	<input type="checkbox"/>	
How parents can help address the academic problem(s)	<input type="checkbox"/>	<input type="checkbox"/>	
Options for NCLB Public School Choice Options, including transferring to another public school and supplemental educational services, as applicable	<input type="checkbox"/>	<input type="checkbox"/>	
List of eligible receiver schools (more than one school)	<input type="checkbox"/>	<input type="checkbox"/>	
Academic achievement of each potential receiver school	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Application regarding parent notification for Regular Post-AYP Parent Notification of NCLB School Choice Options for 2008-2009:</b>			
Specific process that the LEA will use to notify parents at an appropriate and reasonable time of their options pursuant to NCLB Public School Choice Options (Parents must be notified no later than the first day of the school year.)	<input type="checkbox"/>	<input type="checkbox"/>	
Clear description of the process and procedure established to enable parents to communicate choice (at least two weeks)	<input type="checkbox"/>	<input type="checkbox"/>	
Clear description of the process and procedure established to prioritize services if demand exceeds funds	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Application, choice parent notification letter, and choice enrollment form were adequate.</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>D. Notification to Parents regarding SES</b>			
<b>Section/Component Minimum Content Requirements</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
<b>Documents provided for application regarding parent notification for Supplemental Educational Services:</b>			
a) 2008-2009 Post-AYP SES Parent Notification Letter	<input type="checkbox"/>	<input type="checkbox"/>	
b) 2008-2009 SES Provider Directory	<input type="checkbox"/>	<input type="checkbox"/>	
c) 2008-2009 SES Enrollment Form	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Required components related to Post-AYP SES Parent Notification Letter:</b>			
Procedures and timelines that parents must follow in selecting a provider and commencement of services	<input type="checkbox"/>	<input type="checkbox"/>	

Sufficient amount of time for parents to make informed decisions	<input type="checkbox"/>	<input type="checkbox"/>	
Offer from the LEA to assist parents in choosing a provider	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Required components related to SES Provider Directory:</b>			
Brief description of providers' services	<input type="checkbox"/>	<input type="checkbox"/>	
Tutor qualifications of provider staff	<input type="checkbox"/>	<input type="checkbox"/>	
Contact information for providers	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Application regarding parent notification of Supplemental Educational Services:</b>			
Specific process that the LEA will use to notify parents of students eligible for SES	<input type="checkbox"/>	<input type="checkbox"/>	
Timelines for notifying all eligible families of SES both prior to and after the start of the school year	<input type="checkbox"/>	<input type="checkbox"/>	
Clear description of the process and procedure established to enable parents to communicate choice (at least two weeks) (including collecting rejection of SES from parents)	<input type="checkbox"/>	<input type="checkbox"/>	
How the LEA will streamline the parent enrollment and provider selection process to ensure services begin by October 15	<input type="checkbox"/>	<input type="checkbox"/>	
How the LEA will widely make SES enrollment forms available to parents and providers both prior to and after the start of the school year	<input type="checkbox"/>	<input type="checkbox"/>	

Clear description of the process and procedure established to prioritize services if demand exceeds funds	<input type="checkbox"/>	<input type="checkbox"/>	
Additional communications to parents related to SES	<input type="checkbox"/>	<input type="checkbox"/>	
Application, SES parent notification letter, SES provider directory, and SES enrollment form were adequate.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>E. LEA/Provider Agreement (Contract)</b>			
<b>Section/Component Minimum Content Requirements</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
<b>Document provided for application regarding LEA/provider agreement :</b>			
LEA/provider agreement (contract)	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Required components related to the LEA/provider agreement (contract):</b>			
How the LEA will ensure the student's parent(s) and the student's teacher(s) will be regularly informed of the student's progress	<input type="checkbox"/>	<input type="checkbox"/>	
Policies relative to the use of school facilities	<input type="checkbox"/>	<input type="checkbox"/>	
Policies and procedure regarding confidentiality of students' records	<input type="checkbox"/>	<input type="checkbox"/>	
Provisions to ensure that services will be provided consistent with applicable health, safety, and civil rights laws	<input type="checkbox"/>	<input type="checkbox"/>	
Termination agreement	<input type="checkbox"/>	<input type="checkbox"/>	

Provision for payments	<input type="checkbox"/>	<input type="checkbox"/>	
Policies relative to the background checks and fingerprinting	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Application regarding LEA/provider agreement:</b>			
Process of the development and implementation of the contract	<input type="checkbox"/>	<input type="checkbox"/>	
Timelines ensuring students will receive services by Oct. 15th	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Application regarding the contract was adequate.</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>F. Student Learning Plan (SLP)</b>			
<b>Section/Component Minimum Content Requirements</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
<b>Document provided for application regarding Student Learning Plan:</b>			
Student Learning Plan (SLP)	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Required Components related to the Student Learning Plan (SLP):</b>			
Specific student achievement goals	<input type="checkbox"/>	<input type="checkbox"/>	
How students' progress will be measured	<input type="checkbox"/>	<input type="checkbox"/>	

Timetable for improving achievement	<input type="checkbox"/>	<input type="checkbox"/>	
Consistency of the SLP with individualized education program for students with disabilities	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Application regarding SLP:</b>			
Timelines for the development, implementation, and monitoring of the SLPs	<input type="checkbox"/>	<input type="checkbox"/>	
How the LEA will ensure that individual student needs are assessed and individual student skill gaps are identified	<input type="checkbox"/>	<input type="checkbox"/>	
Process if all three parties can not meet face to face to develop the SLP	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Application regarding SLP was adequate.</b>	<input type="checkbox"/>	<input type="checkbox"/>	