

**2009-2010**  
**LEA Application Review Checklist for NCLB Public School Choice**  
**District:**

<p><b>District Requirements for NCLB Public School Choice Options</b></p> <p><input type="checkbox"/> District is required to offer NCLB school choice (District has at least 1 SINI 1+ school)</p> <p><input type="checkbox"/> District is NOT required to offer NCLB school choice (District does NOT have SINI 1+ school)</p>	<p><b>Program Specialist:</b></p> <p><b>E-mail:</b></p> <p><b>Phone:</b></p> <p><b>Date of Review:</b></p> <p><b>Version:</b></p>
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**DOE 100A AND ALLOCATION (CHOICE ONLY)**

<p><b>Section/Component</b>  <b>Minimum Content Requirements</b></p>	<p><b>Yes</b></p>	<p><b>No</b></p>	<p><b>Comments</b></p>
Regular Title I funds requested for CWT and SES ( <b>NARRA</b> ). An amount or 0 (zero) must be entered.	<input type="checkbox"/>	<input type="checkbox"/>	\$
Estimated roll forward ( <b>NARRA</b> ). An amount or 0 (zero) must be entered.	<input type="checkbox"/>	<input type="checkbox"/>	\$
Stimulus Title I funds requested for CWT and SES ( <b>ARRA</b> ). An amount or 0 (zero) must be entered.	<input type="checkbox"/>	<input type="checkbox"/>	\$
Complete contact information	<input type="checkbox"/>	<input type="checkbox"/>	
Entered superintendent's name (Documentation of authorization must be provided, if other than superintendent's signature. Signed original 100A sent to OGM by or before June 30, 2009.)	<input type="checkbox"/>	<input type="checkbox"/>	
<i>DOE 100A (choice only) is adequate</i>	<input type="checkbox"/>	<input type="checkbox"/>	

**BUDGET NARRATIVE FORMS - NARRA DOE 101 (CHOICE ONLY)**

Section/Component Minimum Content Requirements	Yes	No	Comments
Complete contact information	<input type="checkbox"/>	<input type="checkbox"/>	
Completed and detailed narrative for each object code provided (If entered amount is larger than \$25,000 for object codes 310 and 390, additional explanations have been provided in column 3)	<input type="checkbox"/>	<input type="checkbox"/>	
Line items identified as part of a set-aside and aligned with project narrative and match with sections 1.1. and 1.2. (no admin costs included - except 1% for parental outreach activities using function code 6150)	<input type="checkbox"/>	<input type="checkbox"/>	
Zero dollar remaining funds	<input type="checkbox"/>	<input type="checkbox"/>	
<i>DOE 101 is adequate</i>	<input type="checkbox"/>	<input type="checkbox"/>	

**BUDGET NARRATIVE FORMS - ARRA DOE 101 (CHOICE ONLY)**

Section/Component Minimum Content Requirements	Yes	No	Comments
Complete contact information	<input type="checkbox"/>	<input type="checkbox"/>	
Completed and detailed narrative for each object code provided (If entered amount is larger than \$25,000 for object codes 310 and 390, additional explanations have been provided in column 3)	<input type="checkbox"/>	<input type="checkbox"/>	

Line items identified as part of a set-aside and aligned with project narrative and match with sections 1.1. and 1.2. (no admin costs included - except 1% for parental outreach activities using function code 6150)	<input type="checkbox"/>	<input type="checkbox"/>	
Assurance code for choice is "D"	<input type="checkbox"/>	<input type="checkbox"/>	
Principle code for choice is "NA"	<input type="checkbox"/>	<input type="checkbox"/>	
Strategy code for choice is "NA"	<input type="checkbox"/>	<input type="checkbox"/>	
Zero dollar remaining funds	<input type="checkbox"/>	<input type="checkbox"/>	
School or district-based expenditure for choice is "D"	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<i>DOE 101R is adequate</i>

<b>1. NCLB PUBLIC SCHOOL CHOICE OPTIONS FUNDS</b>			
<b>1.1. NCLB Public School Choice Options Funded by ONLY Title I Funds</b>			
<b>Section/Component Minimum Content Requirements</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
District input for outreach is less of equal to 1% of 20% set aside	<input type="checkbox"/>	<input type="checkbox"/>	\$

District input for CWT is at least equal to 5% of total title I allocation	<input type="checkbox"/>	<input type="checkbox"/>	\$
District input for SES is at least equal to 5 % of total title I allocation	<input type="checkbox"/>	<input type="checkbox"/>	\$
<b>1.1. Funded by ONLY Title I is adequate</b>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>1.2. NCLB Public School Choice Options Funded by ONLY Non-Title I Funds</b>			
<b>Section/Component Minimum Content Requirements</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
District input for outreach is less of equal to 1% of 20% set aside	<input type="checkbox"/>	<input type="checkbox"/>	\$
District input for CWT is at least equal to 5% of total title I allocation	<input type="checkbox"/>	<input type="checkbox"/>	\$
District input for SES is at least equal to 5 % of total title I allocation	<input type="checkbox"/>	<input type="checkbox"/>	\$
All funding sources and object codes have been provided	<input type="checkbox"/>	<input type="checkbox"/>	
No administrative costs have been included (no admin costs included - except 1% for parental outreach activities)	<input type="checkbox"/>	<input type="checkbox"/>	
<b>1.2. Funded by ONLY Non-Title I is adequate</b>	<input type="checkbox"/>	<input type="checkbox"/>	

**1.3. NCLB Public School Choice Options Funded by a Combination of Title I and Non-Title I Funds**

Section/Component Minimum Content Requirements	Yes	No	Comments
District input for outreach is less of equal to 1% of 20% set aside	<input type="checkbox"/>	<input type="checkbox"/>	\$
District input for CWT is at least equal to 5% of total title I allocation	<input type="checkbox"/>	<input type="checkbox"/>	\$
District input for SES is at least equal to 5 % of total title I allocation	<input type="checkbox"/>	<input type="checkbox"/>	\$
All funding sources and object codes have been provided for non-title I funds	<input type="checkbox"/>	<input type="checkbox"/>	
No administrative costs have been included (no admin costs included - except 1% for parental outreach activities)	<input type="checkbox"/>	<input type="checkbox"/>	
<b>1.3. Funded by Combination of Title I and Non-Title I Funds is adequate</b>	<input type="checkbox"/>	<input type="checkbox"/>	

**2. NOTIFICATION TO PARENTS REGARDING SCHOOL STATUS AND NCLB PUBLIC SCHOOL CHOICE OPTIONS**

- District is NOT required to offer the option to transfer (District does NOT have receiver school and NO inter-district agreements)
- District has been state-approved to early notify parents regarding school choice options
- District has NOT been state-approved to early notify parents regarding school choice options and will use regular parent notification regarding school choice options

**2.1. Early Parent Notification of NCLB School Choice Options (only for approved districts)**

Section/Component Minimum Content Requirements	Yes	No	Comments
<b>Required documents with required components related to choice parent notification for Early Parent Notification</b>			
<b>1) 2009-2010 Pre-AYP Parent Notification Letter for Early-Identified Schools</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved during Early Notification Plan review process
<b>2) 2009-2010 Post-AYP Parent Notification Letter for Early-Identified Schools</b>			
School's 2008-2009 AYP school improvement status 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>3) 2009-2010 Post-AYP Parent Notification Letter for all Other Schools</b>			

School's 2008-2009 AYP school improvement status 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>4) 2009-2010 Choice Application Form was adequate</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Application regarding Early Parent Notification of NCLB School Choice Options:</b>			
Outline of 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 14 calendar days prior to the start of school)	<input type="checkbox"/>	<input type="checkbox"/>	
Clear description of the process and procedure established to enable parents to communicate CWT selection (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"/>	
Provide Web link to LEA's Web site listing the following: <ul style="list-style-type: none"> <li>Beginning with data from 2007-2008 school year and each subsequent year: Numbers of students eligible for CWT</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
Provide Web link to LEA's Web site listing the following: <ul style="list-style-type: none"> <li>Beginning with data from 2007-2008 schools year and each subsequent year: Number of students participating in CWT</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
Provide a Web link to LEA's Web site listing the available receiver schools	<input type="checkbox"/>	<input type="checkbox"/>	
<b>2.1. Early Parent Notification of NCLB School Choice Options is adequate</b>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>2.2. Regular Parent Notification of NCLB School Choice Options</b>			
<b>Section/Component Minimum Content Requirements</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
<b>Required documents with required components related to regular choice parent notification</b>			
<b>1) 2009-2010 Post-AYP Parent Notification Letter</b>			
School's 2008-2009 AYP school improvement status 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>2) 2009-2010 Choice Application Form was adequate</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Application regarding parent notification for Regular Post-AYP Parent Notification of NCLB School Choice Options:</b>			
Outline of 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 14 calendar days prior to the start of school)	<input type="checkbox"/>	<input type="checkbox"/>	
Clear description of the process and procedure established to enable parents to communicate CWT selection (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"/>	
Provide Web link to LEA's Web site listing the following: <ul style="list-style-type: none"> <li>Beginning with data from 2007-2008 school year and each subsequent year: Numbers of students eligible for CWT</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
Provide Web link to LEA's Web site listing the following: <ul style="list-style-type: none"> <li>Beginning with data from 2007-2008 schools year and each subsequent year: Number of students participating in CWT</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
Provide a Web link to LEA's Web site listing the available receiver schools	<input type="checkbox"/>	<input type="checkbox"/>	
<b>2.2. Regular Parent Notification of NCLB School Choice Options is adequate</b>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>3. NOTIFICATION TO PARENTS REGARDING SES</b>			
<b>Section/Component Minimum Content Requirements</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
<b>Required documents with required components regarding parent notification for Supplemental Educational Services:</b>			
<b>1) 2009-2010 Post-AYP SES Parent Notification Letter</b>			
Procedures and timelines that parents must follow in selecting a provider	<input type="checkbox"/>	<input type="checkbox"/>	
Timeline for 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"/>	
Explanation of the benefits of receiving SES	<input type="checkbox"/>	<input type="checkbox"/>	
<b>2) 2009-2010 SES Provider Directory:</b>			
Brief description of providers' services and evidence of effectiveness	<input type="checkbox"/>	<input type="checkbox"/>	
Tutor qualifications of provider staff	<input type="checkbox"/>	<input type="checkbox"/>	
Identification of providers that are able to serve students with disabilities and English language learners	<input type="checkbox"/>	<input type="checkbox"/>	
Contact information for providers	<input type="checkbox"/>	<input type="checkbox"/>	
<b>3) 2009-2010 SES Application Form was adequate</b>	<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 <ul style="list-style-type: none"> <li>◦ SES notification separate from status (CWT) letter</li> </ul>	<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 (Notification must include letter explaining SES, application form, and provider directory)	<input type="checkbox"/>	<input type="checkbox"/>	
Clear description of the process and procedure established to enable parents to communicate SES choice (at least two weeks)	<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"/>	
Provide Web link to LEA's Web site listing the following: <ul style="list-style-type: none"> <li>◦ Beginning with data from 2007-2008 school year and each subsequent year thereafter: Numbers of students eligible for SES</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
Provide Web link to LEA's Web site listing the following: <ul style="list-style-type: none"> <li>◦ Beginning with data from 2007-2008 schools year and each subsequent year thereafter: Number of students participating in SES</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
Provide Web link to LEA's Web site listing the following: <ul style="list-style-type: none"> <li>◦ 2009-2010: list of SES providers approved to serve the LEA and location where services take place</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>3. Notification to Parents Regarding SES is adequate</b>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>4. LEA/PROVIDER CONTRACT</b>			
<b>Section/Component Minimum Content Requirements</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
<b>Required components related to LEA/provider 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"/>	
<b>NEW!!!!</b> Termination agreement (including but not limited to <ul style="list-style-type: none"> <li>• Fail to meet goals</li> </ul> Fail to meet timelines)	<input type="checkbox"/>	<input type="checkbox"/>	
<b>NEW!!!!</b> Provision for payments (including but not limited to <ul style="list-style-type: none"> <li>• Indication of hourly payment rate</li> <li>• Provision regarding missing contact hours)</li> </ul>	<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 contract:</b>			
Process of the development and monitoring of the implementation of the contract	<input type="checkbox"/>	<input type="checkbox"/>	
<b>New!!!!</b> Process of monitoring the provision of incentives	<input type="checkbox"/>	<input type="checkbox"/>	
Timelines ensuring students will receive services by Oct. 15th	<input type="checkbox"/>	<input type="checkbox"/>	
<b>4. LEA/Provider Contract is adequate</b>	<input type="checkbox"/>	<input type="checkbox"/>	

**5. STUDENT LEARNING PLAN (SLP)**

Section/Component Minimum Content Requirements	Yes	No	Comments
<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 and with English language learner Plans	<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 develop in consultation with the parent and provider a student learning plan that includes a statement of specific achievement goals for the individual students.	<input type="checkbox"/>	<input type="checkbox"/>	
How the LEA will develop in consultation with the parent and provider a timetable for improving the student's academic performance.	<input type="checkbox"/>	<input type="checkbox"/>	
How the students' progress will be measured.	<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>5. Student Learning Plan (SLP) is adequate</b>	<input type="checkbox"/>	<input type="checkbox"/>	