

## Mid-Year ESSA Monitoring Checklist

**Why Mid-Year Check-Ins Matter**

- ☐ Avoid end-of-year rushes before state or federal monitoring
- ☐ Correct issues in documentation or implementation while there's still time
- ☐ Improve accuracy and completeness of year-end reporting
- ☐ Demonstrate proactive leadership and strong internal controls

**Title I: Improving Basic Programs**

- ☐ Ensure Schoolwide or Targeted Assistance plans are updated and implemented
- ☐ Confirm Parent and Family Engagement activities and policies are in place
- ☐ Verify School–Parent Compacts have been distributed and discussed
- ☐ Check documentation of services for homeless, foster care, or other identified subgroups

**Title II: Supporting Effective Instruction**

- ☐ Confirm professional development aligns with needs assessments
- ☐ Review time and effort documentation for federally funded staff
- ☐ Monitor equitable access to high-quality teachers

**Title III: English Learner Support**

- ☐ Review LIEPs for fidelity of implementation
- ☐ Monitor Title III, Part A supplemental language acquisition activities
- ☐ Monitor expenditures for EB/immigrant students to prevent supplanting
- ☐ Ensure parent communication is provided in the home language

**Title IV, Part A: Student Support & Academic Enrichment**

- ☐ Verify funded activities align with a documented needs assessment
- ☐ Track expenditures by category (well-rounded education, safe/healthy students, effective use of technology)

**Documentation & Evidence**

- ☐ Needs assessments
- ☐ Budget reports and alignment to improvement plans
- ☐ Meeting agendas and minutes
- ☐ Inventory logs for federally funded equipment
- ☐ Staff schedules
- ☐ Time and effort certifications
- ☐ Equitable services documentation
- ☐ Formative reviews or interim program evaluations

**Engaging Stakeholders**

- ☐ Conduct an internal monitoring review (mini mock review)
- ☐ Update compliance documentation (P4L and/or TI Crate)
- ☐ Meet with program coordinators to review progress and evidence
- ☐ Schedule training refreshers for ESSA-funded staff
- ☐ Survey families, staff, and community partners

**Tools & Resources to Support Your Check-In**

- ☐ Self-assessment templates
- ☐ SEA monitoring guides
- ☐ Internal Title program checklists
- ☐ Electronic tools for time and effort tracking

**If You're Off Track**

- ☐ Prioritize compliance-sensitive gaps (e.g., missing documentation)
- ☐ Address easy wins (update logs, schedules)
- ☐ Create an internal corrective action plan
- ☐ Contact state program coordinator for clarification
- ☐ Provide refresher training for staff