



### 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