

State Operated Programs Title I Monitoring Visit Preparation

Your center has an upcoming Title I Monitoring Visit this school year. The purpose for Title I Monitoring Visits for compliance is to ensure that your students receive a fair, equal, and significant opportunity to obtain a high-quality education. Monitoring also provides a process for collecting information related to State and center-specific needs so that VDOE staff can target assistance and other resources more effectively.

To ensure the accuracy of document review, and to allow for sufficient time for document retrieval, please provide the documents referenced below prior to your Title I Monitoring Visit.

At least one week prior to the Title I Monitoring Visit, the Detention Center Leader or designee will submit the following:

- Completed Title I Monitoring Document
- Three transfer summaries. At least one summary should be for a student that was enrolled for over 90 calendar days.
- For two students enrolled over 90 days, two copies of a career plan. You may also provide names and direct us to Pathful Explore (Virtual Job Shadow) to review their plans.
- One annual IEP written by SOP staff
- Two IEP addendums written by SOP staff
- Two preliminary re-enrollment plans
- Sample of a lesson plan from at least two content teachers
- Program Class Schedule showing 5.5 hours of school per day
- List of teachers and their endorsements
- Example(s) of parent communication
- Example(s) of certifications students have earned
- Any other program-specific document that provides supporting documentation for the Title I Monitoring Document

Prior to the Title I Monitoring Visit, VDOE Staff will review the following (No documentation is needed from the program leader):

- Current and past Powerschool enrollment
- Special education students in Powerschool
- Current and past Star Assessment Data, including retest data
- The leader's submitted annual professional development focus
- SOL scores for students enrolled more than 30 days

Important Information

- Send any document with Student Identifiable Information (SII) to Scott Cheatham and CC Laurie Cooper through SWSS Dropbox and the "Virginia Department of Education" School Division.
- Documents that do not include SII may be emailed.
- The documents requested may be from anytime in the past three years of your review cycle; however, when multiple documents of the same type are requested, those should be from different months to allow for a comprehensive review (i.e. One addendum can be from September 2021, and the second addendum could be from October 2022).
- Please submit the requested information at least one week prior to your scheduled monitoring visit.

Please let Scott Cheatham, SOP Support Specialist (scott.cheatham@doe.virginia.gov), know if you have any questions or concerns.